



**River Forest Public Library  
January 21, 2025  
6:00 PM  
Board of Trustees  
Regular Board Meeting**

Meeting Location  
Barbara Hall Meeting Room  
River Forest Public Library  
735 Lathrop Avenue

**Agenda**

1. Call to order
2. Roll call
3. Visitors and guests
4. Lauterbach & Amen FY2023-24 audit presentation
5. Consent Agenda
  - a. Minutes of the Regular Board Meeting: November 19, 2024
  - b. Minutes of the Special Board Meeting: December 6, 2024
  - c. November 2024 Revenue and Expense Reports
  - d. November 2024 Bill Payment List and Credit Card Charges
  - e. November 30, 2024 Fund Balances Report and Capital Reserve Fund
  - f. December 2024 Revenue and Expense Reports
  - g. December 2024 Bill Payment List and Credit Card Charges
  - h. December 31, 2024 Fund Balances Report and Capital Reserve Fund
6. Patron Suggestions
7. Director's Report
8. President's Report
9. New business
  - a. Committees: (Report/Discussion/Action)
    - i. Facilities Committee
    - ii. Finance Committee
    - iii. Policy Committee
  - b. RFPL Foundation Liaison
  - c. Village of River Forest Collaboration Committee Liaison
  - d. Masonry repair proposals (pricing varies) - vote
  - e. Franzen Plumbing quote to replace 2 staff room toilets (\$1,938) – vote
  - f. Outsource Solutions Group proposal to switch to Hassle Free Service (\$2,602.25 per month) - vote
  - g. Outsource Solutions Group quote to replace 6 computers (\$7,567.16 - \$12,317.16) – vote
10. Old business
  - a. Phase one room renovation project – update
    - i. Oak Brook Mechanical Services proposal to complete HVAC punch list (\$5,290) - vote
  - b. Phase two room renovation project - update
11. Adjournment

All topics on the agenda are potential action items. *Note: Board members who have suggestions about upcoming issues are welcome to contact the President, Chair or a committee member. Suggestions will be noted, however, the Open Meetings Act prohibits discussion outside of posted public meetings.*

# MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: January 15, 2025

RE: Lauterbach & Amen - Annual Financial Report (AFR) Final Edits

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Lauterbach & Amen printed the AFR reports ahead of the Finance Committee meeting, so the copies you receive at Tuesday's board meeting will not have the following edits included. They updated the electronic copy, so the correct version of the audit will be on file and posted to our website.

The final edits are:

- A bullet was added to page 5 under Financial Highlights that reads: "\$220,080 was transferred from the General Fund to the Capital Improvements Fund, which represents \$50,000 budgeted from current year operations and \$170,080 in excess revenues over expenditures from the prior fiscal year."
- Pg. 10, added to the end of the last sentence of paragraph 3 "and various General Fund budget categories were underspent."
- Pg. 10, under General Fund Budgetary Highlights, 1<sup>st</sup> paragraph, reference to 'fines and fees' in the last sentence was deleted.
- Pg. 27, under Custodial Credit Risk, the middle sentence was updated to, "The Library's investment policy requires that deposit accounts in banks not exceed the amount covered by federal depository insurance or equivalent insurance."
- Pg. 31, Risk Management, the Library's deductible amount was updated to \$1,000.

## **RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Meeting Minutes: Regular Board Meeting: November 19, 2024 at 6:00 PM - DRAFT**

**Call to Order:** At 6:00 pm, President Ruggeri called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Elan Long, Jim Hopkinson, Ann Berens, Simon Saddleton. Scott Delano joined the meeting by phone. Kosha Baxi Carstens was absent.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager)

Trustee Berens moved to allow Trustee Delano to attend the meeting and vote via phone. Trustee Hopkinson seconded the motion which passed on a voice vote.

**Visitors and Guests:** none

**Visitor Comments:** none

#### **Consent Agenda:**

- a. Minutes of the Regular Board Meeting: October 15, 2024
- b. October 2024 Revenue and Expense Reports
- c. October 2024 Bill Payment List and Credit Card Charges
- d. October 31, 2024 Fund Balances Report and Capital Reserve Fund

Trustee Berens moved to approve Consent Agenda items a-d, and Trustee Saddleton seconded the motion. Discussion included the gas bill and property tax disbursements. The motion passed on a roll call vote.

Roll Call Vote

Ayes: Delano, Hopkinson, Long, Ruggeri, Saddleton, Berens

#### **Patron Suggestions:**

Director Compton reported a suggestion for a children's magic show, which was shared with the Children's Services Department.

#### **Director's Report:**

Director Compton shared that the Library card design contest winners had been selected and that the new card designs had arrived. The Library is hosting a casual conversation with the Village President on Saturday, November 23<sup>rd</sup>. Children's Services Associate Jose Cruz will be leaving the Library soon. A new Children's Services Associate has been hired with a start date to be determined.

## **President's Report:**

President Ruggeri thanked Trustee Hopkinson for his assistance in getting the cost of the damaged book drop fully reimbursed. She reminded the Board that there is no regular meeting scheduled for December, although a special meeting may be called to approve the contract with Engberg Anderson (EA). She thanked Director Compton for her patience with repairs of the leak in her office. President Ruggeri reported that four candidates have filed for the 4-year term seats in the April 2025 election.

## **New Business**

### **Committee Reports**

#### **Facilities Committee**

The Facilities Committee had nothing to report that wouldn't be covered in Old Business later.

#### **Finance Committee**

The Finance Committee has not met recently. The second draft of the audit did not address the Library's concerns with the first draft. It looks like there should be a healthy excess revenue amount. Capital CDARS are rolling over in 4-week terms to manage liquidity ahead of construction payment.

#### **Policy Committee**

The Policy Committee has not met since the last Board meeting. They plan to meet in January.

#### **RFPL Foundation Liaison**

The Foundation Annual Appeal letters are out. In October, the Foundation approved a \$5,000 grant for Children's Services for board book shelving, iPads with cases and applications, and a collection display case.

#### **Village of River Forest Collaboration Committee Liaison**

The Committee met on November 13<sup>th</sup> and shared updates from each of the five taxing entities.

### **2024 Levy Resolution- vote**

Director Compton presented the 2024 levy resolution. Village Finance Director Rosemary McAdams recommended setting the levy at \$1,674,861, a 3.4% increase. This is a smaller increase than the Board approved in 2023 and an amount less than the 2024-25 budget. Budget gaps will be funded by grants.

Trustee Hopkinson moved to approve the resolution for the levy. Trustee Berens seconded the motion which passed on a roll call vote.

Roll Call Vote

Ayes: Hopkinson, Long, Ruggeri, Saddleton, Berens, Delano

## **Old Business**

### **Phase One Room Renovation Project- update**

Construction Solutions of Illinois (CSI) has not yet requested further payment. Despite receiving a seven-day letter, CSI has failed to resolve the outstanding items to be completed based upon inspections by IMEG and by Oak Brook Mechanical during routine HVAC maintenance service. The Library will work with Williams to determine the cost to complete the work and can then move ahead to complete the work with Williams's approval. Williams will add any such cost incurred by the Library to a credit change order.

### **Phase Two Room Renovation Project- update**

There have been several delays in getting the revised contract from EA. Trustees agreed to defer a vote on the contract with EA to a special meeting to be held after they have had time to review the full document.

### **Closed Session – 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, the public, or public property.**

At 6:52 pm, Trustee Berens moved to go into closed session pursuant to 5 ILCS 120/2c(8) to consider security procedures and the use of personnel to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, the public, or public property. Trustee Hopkinson seconded the motion which passed on a roll call vote.

#### Roll Call Vote

Ayes: Long, Ruggeri, Saddleton, Berens, Delano, Hopkinson

The Board returned to open session at 7:25 pm and reported that no votes had been taken in closed session.

### **Adjournment**

The meeting was adjourned at 7:27 pm following a motion by Trustee Saddleton which was seconded by Trustee Hopkinson. All approved, and the meeting was adjourned.

Respectfully submitted,  
Elan Long, Secretary

**River Forest Public Library  
Special Board Meeting  
MINUTES- Draft  
Friday, December 6th, 2024 – 2:00 PM**

**Call to Order:** At 2:10 pm, President Ruggeri called the Special Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Cathy Ruggeri, Simon Saddleton, Jim Hopkinson, and Kosha Baxi Carstens. Scott Delano arrived at 2:30 pm. Ann Berens and Eleanor Long were not in attendance.
- Also Present: Emily Compton (RFPL Director) and Shannon Gruber (Adult & Teen Services Manager)

**Visitors and Guests:** None

**Old Business**

a. Phase two room renovation project update:

- i. AIA Document B101 – 2017 agreement with Engberg Anderson, Inc. (\$47,800) – vote

The contract was reviewed by the Library's attorney and most changes were accepted by Engberg Anderson. President Ruggeri explained the finer points of the contract to the Board. President Ruggeri and Trustee Delano both reviewed the final contract and are comfortable with the Library accepting it.

Trustee Delano explained the EA3 document regarding the handling of the digital drawing files. He pointed out that under Section 2(e) of that document, the contractor is required to provide the as-built drawings, so this requirement should be included in the contract with the contractor.

Trustee Baxi Carstens made a motion to approve the contract with Engberg Anderson in the amount of \$47,800. The motion was seconded by Trustee Saddleton and passed on a roll call vote.

Roll call vote:

Ayes: Carstens, Delano, Hopkinson, Ruggeri, Saddleton

- ii. Contingency amount (\$5,000) to Engberg Anderson contract (vote)

In the event that a change needs to be made to the contract within a \$5,000 price range, Director Compton can make that decision with the agreement of two Trustees.

Trustee Saddleton made a motion to approve that Director Compton can consult with two Trustees to add the contingency amount up to \$5,000 to the Engberg Anderson Contract. Trustee Baxi Carstens seconded.

Roll call vote:

Ayes: Carstens, Delano, Hopkinson, Ruggeri, Saddleton

**Adjournment**

The meeting was adjourned at 2:40 pm following a motion by President Ruggeri, seconded by Trustee Delano.

Respectfully submitted,

Jim Hopkinson, Acting Secretary



**River Forest Public Library**  
**Fiscal Year: May 1, 2024-April 30, 2025**  
**Revenue Report: November-24**

<b>Account:</b>	<b>November-24</b>	<b>YTD</b>	<b>2024-2025</b>	<b>% of Budget</b>
				58% as of 11/30/2024
Property Taxes	\$ 6,393.59	\$ 768,240.50	\$ 1,615,000	47.57%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ 4,451.64	\$ 16,552.00	\$ 25,000	66.21%
Lost Books Reimbursed	\$ 771.48	\$ 2,740.70	\$ 3,500	78.31%
Copy Machine Revenue	\$ 412.14	\$ 1,866.97	\$ 3,200	58.34%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 5,190.14	\$ 21,461.77	\$ 24,500	87.60%
Grants from RFPL Foundation	\$ 5,600.00	\$ 14,300.00	\$ 20,000	71.50%
Gifts - other	\$ 350.00	\$ 606.08	\$ 200	303.04%
IL Per Capita Grant	\$ -	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ -	\$ -	\$ 4,000	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ -	\$ 5.70	\$ 500	1.14%
<b>Total:</b>	<b>\$ 23,168.99</b>	<b>\$ 843,224.85</b>	<b>\$ 1,722,700</b>	<b>48.95%</b>
<b>Income:</b>	<b>\$ 23,168.99</b>	<b>\$ 843,224.85</b>	<b>\$ 1,722,700</b>	<b>48.95%</b>
<b>Expense:</b>	<b>\$ 89,368.04</b>	<b>\$ 854,493.51</b>	<b>\$ 1,722,700</b>	<b>49.60%</b>

Prepared 1.13.25





River Forest Public Library

Fiscal Year: May 1, 2024 - April 30, 2025

Expense Report: Nov-24

November-24

Fiscal YTD

Actual % Budget

24-25  
Budget

58% as of 11/30/2024

Expenses

Personnel

Wages & Salaries	\$ 63,144.94	\$ 482,403.60	55.13%	\$ 875,000
Medical Health Insurance Coverage	\$ 3,694.66	\$ 24,226.22	37.27%	\$ 65,000
IMRF	\$ -	\$ 22,767.08	45.53%	\$ 50,000
Medicare/FICA	\$ 4,995.81	\$ 36,499.48	54.48%	\$ 67,000
Staff Recognition	\$ 215.36	\$ 793.82	13.23%	\$ 6,000
Membership Dues	\$ -	\$ 1,260.00	25.20%	\$ 5,000
Staff Training & Development	\$ 200.00	\$ 1,545.88	11.89%	\$ 13,000
<b>Total Personnel</b>	<b>\$ 72,250.77</b>	<b>\$ 569,496.08</b>	<b>52.68%</b>	<b>\$ 1,081,000</b>

Advertising & Programming

*Printing & Advertising*

Newsletter	\$ -	\$ 5,077.00	64.27%	\$ 7,900
Advertising	\$ 51.00	\$ 1,201.65	20.03%	\$ 6,000
<b>Total Printing &amp; Advertising</b>	<b>\$ 51.00</b>	<b>\$ 6,278.65</b>	<b>45.17%</b>	<b>\$ 13,900</b>

*Programming*

Children's Programs	\$ 681.55	\$ 10,815.67	60.09%	\$ 18,000
Teen Programs	\$ 442.57	\$ 3,578.11	37.66%	\$ 9,500
Adult Programs	\$ 585.45	\$ 11,255.14	62.53%	\$ 18,000
Special Programs	\$ 9.98	\$ 4,038.72	57.70%	\$ 7,000
Connections Programs	\$ 211.12	\$ 818.66	16.37%	\$ 5,000
<b>Total Programs</b>	<b>\$ 1,930.67</b>	<b>\$ 30,506.30</b>	<b>53.05%</b>	<b>\$ 57,500</b>
<b>Total Advertising &amp; Programming</b>	<b>\$ 1,981.67</b>	<b>\$ 36,784.95</b>	<b>51.52%</b>	<b>\$ 71,400</b>

Support Services

ILL & RB Services	\$ 100.00	\$ 713.88	59.49%	\$ 1,200
Technical Support (IT)	\$ -	\$ 16,432.39	66.39%	\$ 24,750
Automation Administration	\$ 25.17	\$ 17,472.50	38.83%	\$ 45,000
Consultant Fees/Legal Fees	\$ -	\$ 2,502.50	41.71%	\$ 6,000

Postage & Delivery	\$ 394.99	\$ 605.51	16.15%	\$ 3,750
Audit	\$ -	\$ 6,300.00	57.27%	\$ 11,000
Payroll & Employment Services	\$ 447.57	\$ 3,217.76	51.90%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ 2,524.74	49.36%	\$ 5,115
Telephone/Internet	\$ 1,044.68	\$ 7,276.16	66.15%	\$ 11,000
Trustee Training & Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ -	\$ 1,326.50	42.79%	\$ 3,100
Security	\$ -	\$ 11,809.39	118.09%	\$ 10,000
<b>Total Support Services</b>	<b>\$ 2,012.41</b>	<b>\$ 70,181.33</b>	<b>54.78%</b>	<b>\$ 128,115</b>

**Materials & Supplies**

*Library Materials*

Books	\$ 2,615.05	\$ 42,933.14	52.04%	\$ 82,500
Print Periodicals	\$ 64.99	\$ 6,514.74	93.07%	\$ 7,000
Automated Subscriptions (databases)	\$ 362.00	\$ 10,969.00	68.56%	\$ 16,000
Online E-Content - ebooks/magazines/movies/music	\$ 2,950.12	\$ 44,580.95	51.54%	\$ 86,500
Audio Visual (DVDs, CDs, etc.)	\$ 793.72	\$ 9,437.02	58.98%	\$ 16,000
<b>Total Library Materials</b>	<b>\$ 6,785.88</b>	<b>\$ 114,434.85</b>	<b>55.02%</b>	<b>\$ 208,000</b>

*Library & Office Supplies*

Office Supplies	\$ 94.21	\$ 1,979.43	43.03%	\$ 4,600
Library Supplies	\$ 617.91	\$ 1,995.14	33.82%	\$ 5,900
Copy & Printing Supplies	\$ 145.17	\$ 1,179.24	45.36%	\$ 2,600
Misc Expenses	\$ 61.57	\$ 596.96	24.87%	\$ 2,400
<b>Total Library &amp; Office Supplies</b>	<b>\$ 918.86</b>	<b>\$ 5,750.77</b>	<b>37.10%</b>	<b>\$ 15,500</b>
<b>Total Materials &amp; Supplies</b>	<b>\$ 7,704.74</b>	<b>\$ 120,185.62</b>	<b>53.77%</b>	<b>\$ 223,500</b>

**Strategic Initiatives**

<b>Strategic Initiatives</b>	<b>\$ 1,532.76</b>	<b>\$ 2,374.74</b>	<b>15.83%</b>	<b>\$ 15,000</b>
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**Facilities Management**

*Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$ 430.41</b>	<b>\$ 3,020.16</b>	<b>50.34%</b>	<b>\$ 6,000</b>
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*Facility Services*

Insurance	\$ -	\$ -	0.00%	\$ 22,500
Maintenance & Custodial Service	\$ 3,243.75	\$ 45,118.68	53.08%	\$ 85,000
Water	\$ -	\$ 1,203.88	40.13%	\$ 3,000
Natural Gas	\$ -	\$ 3,512.36	14.63%	\$ 24,000

Copier Maintenance & Usage	\$ 211.53	\$ 1,073.04	39.96%	\$ 2,685
<b>Total Facility Services</b>	<b>\$ 3,455.28</b>	<b>\$ 50,907.96</b>	<b>37.11%</b>	<b>\$ 137,185</b>

*Equipment & Furniture*

Equipment & Furniture	\$ -	\$ -	0.00%	\$ 6,000
Technology Misc.	\$ -	\$ 1,542.67	34.28%	\$ 4,500
<b>Total Equipment &amp; Furniture</b>	<b>\$ -</b>	<b>\$ 1,542.67</b>	<b>14.69%</b>	<b>\$ 10,500</b>
<b>Total Facilities Management</b>	<b>\$ 3,885.69</b>	<b>\$ 55,470.79</b>	<b>36.09%</b>	<b>\$ 153,685</b>

Totals

<b>Total Operating Expenses</b>	<b>\$ 89,368.04</b>	<b>\$ 854,493.51</b>	<b>51.08%</b>	<b>\$ 1,672,700</b>
<b>Capital Improvement Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 50,000</b>
<b>Total Expenses</b>	<b>\$ 89,368.04</b>	<b>\$ 854,493.51</b>	<b>49.60%</b>	<b>\$ 1,722,700</b>
<b>Total Income</b>	<b>\$23,168.99</b>	<b>\$843,224.85</b>	<b>48.95%</b>	<b>\$ 1,722,700</b>

Prepared 1.13.25

**River Forest Public Library  
Bills and Applied Payments  
November 2024**

	Date	Transaction Type	Memo/Description	Amount
<b>Alarm Detection Services</b>				
	11/18/2024	Bill Payment (Check)		-271.26
	11/10/2024	Bill	DEC - FEB/QUARTERLY FIRE ALARM	271.26
<b>AMAZON</b>				
	11/18/2024	Bill Payment (Check)		-746.75
	11/06/2024	Bill	ASST. CRAFT MATERIALS	134.82
	11/04/2024	Bill	CRAFT SUPPLIES	17.02
	11/03/2024	Bill	TONER	118.99
	10/31/2024	Bill	HALLOWEEN DECOR	9.98
	11/03/2024	Vendor Credit	CREDIT TOWARDS INVOICE #1R4M- WMW1-4XM3	-16.55
	11/02/2024	Bill	BOOKS	31.99
	11/02/2024	Bill	MIDDLE SCHOOL MAKERS SUPPLIES	10.52
	11/14/2024	Bill	BEADS FOR CRAFTS	95.86
	11/13/2024	Bill	CRAFT & CHAT SUPPLIES	60.89
	11/12/2024	Bill	BIRD SEED AND PINE CONES FOR CRAFT	76.92
	11/12/2024	Bill	STICKERS	8.99
	11/11/2024	Bill	GUESSTIMATION JAR/STICKERS & POP-ITS	145.88
	11/09/2024	Bill	TAKE & MAKE SUPPLIES	18.95
	11/09/2024	Bill	BEADING SUPPLIES	7.99
	11/06/2024	Bill	CRAFT SUPPLIES	24.50
<b>ANDERSON ELEVATOR COMPANY</b>				
	11/18/2024	Bill Payment (Check)		-217.00
	11/06/2024	Bill	MONTHLY ELEVATOR MAINTENANCE	217.00

**CleanNet of Illinois**

11/18/2024	Bill Payment (Check)		-1,549.80
10/01/2024	Bill	MONTHLY CLEANING FEE	1,549.80

**Comcast BUSINESS**

11/18/2024	Bill Payment (Check)		-375.36
10/27/2024	Bill	NOVEMBER 2024 INTERNET BILL	375.36

**COMCAST BUSINESS  
(VoiceEdge\*)**

11/18/2024	Bill Payment (Check)		-669.32
11/01/2024	Bill	NOVEMBER PHONE BILL	669.32

**DEMCO, INC.**

11/18/2024	Bill Payment (Check)		-505.44
06/21/2024	Bill	TECH SERVICES SUPPLIES/LABEL PROTECTORS, BOOK TAPE	394.78
11/06/2024	Bill	LABEL PROTECTORS	110.66

**Hoopla**

11/18/2024	Bill Payment (Check)		-2,591.94
11/01/2024	Bill	HOOPLA	2,591.94

**Hulen Landscaping  
Contractors**

11/18/2024	Bill Payment (Check)		-314.00
10/30/2024	Bill	OCTOBER LANDSCAPING	314.00

**Ingram Library  
Services**

11/18/2024	Bill Payment (Check)		-2,583.06
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11/07/2024	Bill	BOOK	16.72
11/07/2024	Bill	BOOK	22.79
11/07/2024	Bill	BOOK	13.32
11/07/2024	Bill	BOOKS	22.12
11/07/2024	Bill	BOOK	15.59
11/07/2024	Bill	BOOK	11.98
11/11/2024	Bill	BOOKS	66.01
11/11/2024	Bill	BOOK	14.41
11/11/2024	Bill	BOOK	13.96
11/11/2024	Bill	BOOKS	76.52
11/14/2024	Bill	BOOKS	87.57
11/14/2024	Bill	BOOKS	20.14
11/14/2024	Bill	BOOKS	225.96
11/14/2024	Bill	BOOKS	87.09
11/14/2024	Bill	BOOK	8.71
11/14/2024	Bill	BOOKS	51.69
11/14/2024	Bill	BOOK	13.79
11/14/2024	Bill	BOOKS	34.55
11/14/2024	Bill	BOOK	11.06
11/14/2024	Bill	BOOKS	46.89
10/30/2024	Bill	BOOKS	26.37
		BOOK CREDIT FROM INVOICE	
11/14/2024	Vendor Credit #63114247		-17.46
10/30/2024	Bill	BOOK	11.06
10/30/2024	Bill	BOOK	11.37
10/30/2024	Bill	BOOK	12.13
10/30/2024	Bill	BOOK	17.61
10/30/2024	Bill	BOOKS	38.61
10/30/2024	Bill	BOOK	26.66
10/30/2024	Bill	BOOK	28.71
10/30/2024	Bill	BOOKS	75.71
10/30/2024	Bill	BOOKS	53.52
10/30/2024	Bill	BOOKS	18.17
10/30/2024	Bill	BOOK	11.39
10/30/2024	Bill	BOOKS	16.03
10/30/2024	Bill	BOOK	19.73
10/30/2024	Bill	BOOKS	38.36
10/30/2024	Bill	BOOK	17.08
10/31/2024	Bill	BOOKS	50.99
10/31/2024	Bill	BOOK	12.94
10/31/2024	Bill	BOOKS	23.88
10/31/2024	Bill	BOOK	15.94

10/31/2024	Bill	BOOK	18.60
10/31/2024	Bill	BOOK	14.12
10/31/2024	Bill	BOOKS	30.96
10/31/2024	Bill	BOOK	11.25
10/31/2024	Bill	BOOK	12.94
10/31/2024	Bill	BOOKS	19.77
10/31/2024	Bill	BOOK	17.11
11/04/2024	Bill	BOOKS	166.25
11/04/2024	Bill	BOOKS	40.59
11/04/2024	Bill	BOOKS	106.00
11/04/2024	Bill	BOOKS	268.69
11/04/2024	Bill	BOOKS	38.83
11/04/2024	Bill	BOOKS	28.80
11/04/2024	Bill	BOOK	11.16
11/04/2024	Bill	BOOKS	27.75
11/07/2024	Bill	BOOK	17.64
11/07/2024	Bill	BOOK	28.64
11/07/2024	Bill	BOOKS	64.27
11/07/2024	Bill	BOOKS	70.42
11/07/2024	Bill	BOOKS	105.71
11/07/2024	Bill	BOOK	11.81
11/07/2024	Bill	BOOK	12.89
11/07/2024	Bill	BOOKS	15.92
11/07/2024	Bill	BOOK	10.68
11/07/2024	Bill	BOOKS	28.16
11/07/2024	Bill	BOOK	17.71
11/07/2024	Bill	BOOK	16.72

**Kanopy**

11/18/2024	Bill Payment (Check)		-173.40
10/31/2024	Bill	OCTOBER KANOPY CHECKOUTS	173.40

**Konica Business Solutions**

11/18/2024	Bill Payment (Check)		-211.53
11/02/2024	Bill	NOVEMBER COPY MAINTENANCE	10.46
11/01/2024	Bill	OCTOBER COPY USAGE	201.07

**Loyola University  
Chicago Cudahy  
Library ILL**

11/05/2024	Bill Payment (Check)		-100.00
09/30/2024	Bill	FEE FOR LOST OCLC BOOK	100.00

**MIDWEST TAPE**

11/18/2024	Bill Payment (Check)		-422.72
11/13/2024	Bill	PLAYAWAYS	135.98
11/08/2024	Bill	DVDS	52.61
11/08/2024	Bill	DVDS	69.16
11/01/2024	Bill	DVDS	56.36
11/01/2024	Bill	BLU-RAY/DVD	40.62
10/16/2024	Bill	PLAYAWAY	67.99

**NUBS GAMES**

11/18/2024	Bill Payment (Check)		-362.00
11/04/2024	Bill	1 YR. LIBRARY H3LP SUBSCRIPTION	362.00

**OverDrive**

11/18/2024	Bill Payment (Check)		-184.78
11/12/2024	Bill	3 EBOOKS	117.49
11/05/2024	Bill	2 EBOOKS	67.29

**Rhonda Fentry**

11/07/2024	Bill Payment (Check)		-50.00
11/09/2024	Bill	YOGA FEE	50.00

**S&D PRIME  
MAINTENANCE,INC**

11/18/2024	Bill Payment (Check)		-891.69
11/01/2024	Bill	OCTOBER 2024 MONTHLY MAINTENANCE	891.69

**Staples**



11/18/2024	Bill Payment (Check)		-683.90
		COVER STOCK, LABELS, MISC. PAPER PRODUCTS, DISPOSABLE KITCHEN UTENSILS & PLATES	
10/25/2024	Bill	GLOVES/CRAFT PROGRAMS	683.90

**USPS**

11/18/2024	Bill Payment (Check)		-350.00
11/04/2024	Bill	MARKETING MAIL PERMIT #119	350.00

**VILLAGE OF RIVER  
FOREST**

11/18/2024	Bill Payment (Check)		-4,310.62
11/18/2024	Bill	October 2024 Health Insurance	4,310.62

**ZESTY CATERING  
c/oASHLEY SIMONE  
WORTHINGTON-  
NORRGARD**

11/05/2024	Bill Payment (Check)		-200.00
11/04/2024	Bill	DEPOSIT - MOCKTAILS IN PERSON DEMONSTRATION 1/15/2025	200.00

Friday, Jan 03, 2025 01:35:45 PM GMT-8

**Byline Credit Card Novemebr 2024**  
**Ending Balance: \$1989.88**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
11/30/2024	Stamps.com	Stamps.com funds	25.00		Expense	Support Services:Postage
11/30/2024	META	Facebook ad	6.00		Expense	Marketing:Advertisem ent
11/29/2024	Target	4 IPADS W/DAMAGE COVERAGE	1,532.76		Expense	Strategic Initiatives Adult
11/27/2024	PANERA BREAD	COFFEE/COFFE E MONDAY	36.28		Expense	Expenses:Programs - Adult
11/26/2024	MAILCHIMP	NOV. 2024 PAYMENT	45.00		Expense	Marketing:Advertisem ent
11/25/2024	Target	PROGRAM SUPPLIES MONTHLY	64.94		Expense	Expenses:Programs - Children's
11/23/2024	Stamps.com	STAMPS.COM FEE	19.99		Expense	Support Services:Postage Teen
11/22/2024	Target	RETURNED HEADPHONES CREDIT CARD		19.88	CC- Credit	Expenses:Programs- Teen
11/21/2024	ELAN FINANCIAL SERVICES	STATEMENT 10/16-11/14		3,276.66	Bill	2000 Accounts Payable
11/21/2024	Target	CRAFT MATERIALS (GLITTER, PUTTY, PAINT)	48.33		Expense	Teen Expenses:Programs- Teen
11/21/2024	Dunkin Donuts	DONUTS FOR DONUTS AND DISCUSSION	17.43		Expense	Teen Expenses:Programs- Teen
11/19/2024	ELLIEPRESENTS	DEPOSIT FOR MARCH 2025 PROGRAM	100.00		Expense	Adult Expenses:Programs - Adult
11/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Expenses:Periodicals - Adult
11/17/2024	AMAZON	Movie rental- Film Lovers Friday	3.99		Expense	Adult Expenses:Programs - Adult
11/17/2024	Go Daddy.com	Domain renewal rfpl.net	25.17		Expense	Support Services:Automation - Administration (SWAN, website, etc)

11/14/2024	AMAZON	Movie rental for Film Lovers Fridays	3.99	Expense	Adult Expenses:Programs - Adult
11/14/2024	S & S Worldwide	MINI JARS & PENNANT MAKING SUPPLIES	96.75	Expense	Special Programs:Connections Programs Children's Expenses:Programs - Children's
11/14/2024	SLOOMOO	SLOOMOO PROGRAM	250.00	Expense	Children's
11/14/2024	Armand's	PIZZA/TRIVIA BOXES FOR COOKIE EXCHANGE	158.14	Expense	Adult Expenses:Programs - Adult
11/12/2024	Oriental Trading	FEBRUARY TAKE & MAKE CRAFT SUPPLIES	9.96	Expense	Adult
11/12/2024	Oriental Trading	Movie rental for Global Film Forum	98.97	Expense	Teen Expenses:Programs-Teen Adult Expenses:Programs - Adult
11/10/2024	AMAZON	ONLINE TRAINING COURSE/ COMMUNITY CENTERED PLANNING	4.99	Expense	Adult
11/07/2024	UNIVERSITY OF WISCONSIN	AMERICAN GIRL DOLLS W/CARRIERS	200.00	Expense	Personnel:Staff Training and Development Children's Expenses:Non-Print Children's
11/06/2024	American Girl	12/12 ADDITIONAL GINGERBREAD HOUSES	371.00	Expense	Children's
11/05/2024	Target	12/12 GINGERBREAD HOUSE PROGRAM	43.00	Expense	Teen Expenses:Programs-Teen
11/05/2024	Target	PIZZA LUNCH COFFEE MONDAY TREATS	111.10	Expense	Teen Expenses:Programs-Teen Personnel:Staff Recognition (InService) Adult Expenses:Programs - Adult
11/04/2024	Lou Malnati's Pizza	ELECTION DAY DRINKS FOR STAFF	189.98	Expense	Personnel:Staff Recognition (InService)
11/02/2024	PANERA BREAD		36.28	Expense	Adult Expenses:Programs - Adult Personnel:Staff Recognition (InService)
11/02/2024	Target		25.38	Expense	Personnel:Staff Recognition (InService)

**River Forest Public Library**

**Fund Balances**

As of November 30, 2024

Prepared 12.27.24

11/30/2024

**CHECKING/SAVINGS - OPERATIONS FUND**

<b>Operations Current</b>	<b><u>Interest Rate</u></b>	
ICS Operations	0.50%	316,960.51
Byline Operations	0.40%	50,015.47
CIBC Operations	0.00%	-
Petty Cash		40.00
TOTAL OPERATIONS CHECKING/SAVINGS		367,015.98

<b><u>Maturity Date</u></b>	<b><u>CDARS Reserves</u></b>	<b><u>Interest Rate</u></b>	
12/5/2024	OP CD 3 MONTHS- CIBC	4.05%	52,294.80
12/19/2024	OP CD 3 MONTHS- CIBC	4.05%	150,460.96
12/26/2024	OP CD 1 MONTH- CIBC	2.95%	101,014.78
12/26/2024	OP CD 3 MONTHS- CIBC	4.05%	102,090.76
1/16/2025	OP CD 1 YEAR- CIBC	4.55%	100,000.00
2/13/2025	OP CD 6 MONTHS- CIBC	4.10%	51,032.65
2/20/2025	OP CD 6 MONTHS- CIBC	4.10%	100,000.00
7/17/2025	OP CD 1 YEAR- CIBC	4.20%	102,014.43
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 917,984.72

**TOTAL OPERATIONS FUND 1,285,000.70**

<b>CHECKING/SAVINGS - CAPITAL ACCOUNT</b>	<b><u>Interest Rate</u></b>	
ICS Capital	0.50%	102,708.46
Byline Capital	0.40%	7,212.36
TOTAL CAPITAL CHECKING/SAVINGS		109,920.82

<b><u>Maturity Date</u></b>	<b><u>CDARS Reserves</u></b>	<b><u>Interest Rate</u></b>	
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/12/2024	OP CD 3 MONTHS- CIBC	4.05%	51,163.96
12/26/2024	OP CD 1 MONTH- CIBC	2.95%	228,655.34
2/13/2025	OP CD 3 MONTHS- CIBC	3.25%	257,266.20

TOTAL CDARS Reserves Capital 741,741.34

**TOTAL CAPITAL FUND 851,662.16**

**TOTAL OPERATIONS/CAPITAL FUNDS 2,136,662.86**



**River Forest Public Library -Capital Reserve Fund**

Nov-24

**Fiscal Year: May 1, 2024 - April 30, 2025**

**Capital Reserve Account Balances**

ICS Capital Reserve	\$	102,708.46 *
Byline Capital Checking	\$	7,212.36
<b>Total Capital Reserve Checking / Savings</b>	<b>\$</b>	<b>109,920.82</b>
<b>Total Capital CDARS Reserve</b>	<b>\$</b>	<b>741,741.34</b>
<b>Total Capital Reserve Fund</b>	<b>\$</b>	<b>851,662.16</b>

**Expenses**

**Transfers**

**Income**

Sunrise Transportation Holdings LLC (for bookdrop replacement)	11/20/2024	\$	5,086.08
Interest- Checking / ICS	11/30/2024	\$	43.48
Interest- CDARS	11/30/2024	\$	1,513.65

Prepared: 1.13.25

\*Includes \$50,000 Live and Learn Grant



**River Forest Public Library**  
**Fiscal Year: May 1, 2024-April 30, 2025**  
**Revenue Report: December-24**

<b>Account:</b>	<b>December-24</b>	<b>YTD</b>	<b>2024-2025</b>	<b>% of Budget</b>
				67% as of 12/31/24
Property Taxes	\$ 3,081.27	\$ 771,321.77	\$ 1,615,000	47.76%
Connections Program Grant	\$ -	\$ -	\$ 5,000	0.00%
Replacement Taxes	\$ -	\$ 16,552.00	\$ 25,000	66.21%
Lost Books Reimbursed	\$ 93.99	\$ 2,834.69	\$ 3,500	80.99%
Copy Machine Revenue	\$ 160.67	\$ 2,027.64	\$ 3,200	63.36%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 3,470.17	\$ 24,931.94	\$ 24,500	101.76%
Grants from RFPL Foundation	\$ -	\$ 14,300.00	\$ 20,000	71.50%
Gifts - other	\$ -	\$ 606.08	\$ 200	303.04%
IL Per Capita Grant	\$ -	\$ 17,451.13	\$ 17,300	100.87%
Grants, other	\$ -	\$ -	\$ 4,000	0.00%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,500	0.00%
Misc Income	\$ -	\$ 5.70	\$ 500	1.14%
<b>Total:</b>	<b>\$ 6,806.10</b>	<b>\$ 850,030.95</b>	<b>\$ 1,722,700</b>	<b>49.34%</b>
<b>Income:</b>	<b>\$ 6,806.10</b>	<b>\$ 850,030.95</b>	<b>\$ 1,722,700</b>	<b>49.34%</b>
<b>Expense:</b>	<b>\$ 131,213.05</b>	<b>\$ 985,706.56</b>	<b>\$ 1,722,700</b>	<b>57.22%</b>

Prepared 1.14.25



River Forest Public Library

Fiscal Year: May 1, 2024 - April 30, 2025  
 Expense Report: Dec-24

December-24	Fiscal YTD	Actual % Budget	24-25 Budget
		67% as of 12/31/24	

Expenses

Personnel

Wages & Salaries	\$ 75,735.59	\$ 558,139.19	63.79%	\$ 875,000
Medical Health Insurance Coverage	\$ 3,694.66	\$ 27,920.88	42.96%	\$ 65,000
IMRF	\$ 3,684.25	\$ 26,451.33	52.90%	\$ 50,000
Medicare/FICA	\$ 5,750.32	\$ 42,249.80	63.06%	\$ 67,000
Staff Recognition	\$ 66.16	\$ 859.98	14.33%	\$ 6,000
Membership Dues	\$ -	\$ 1,260.00	25.20%	\$ 5,000
Staff Training & Development	\$ -	\$ 1,545.88	11.89%	\$ 13,000
<b>Total Personnel</b>	<b>\$ 88,930.98</b>	<b>\$ 658,427.06</b>	<b>60.91%</b>	<b>\$ 1,081,000</b>

Advertising & Programming

*Printing & Advertising*

Newsletter	\$ -	\$ 5,077.00	64.27%	\$ 7,900
Advertising	\$ 45.00	\$ 1,246.65	20.78%	\$ 6,000
<b>Total Printing &amp; Advertising</b>	<b>\$ 45.00</b>	<b>\$ 6,323.65</b>	<b>45.49%</b>	<b>\$ 13,900</b>

*Programming*

Children's Programs	\$ 986.03	\$ 11,801.70	65.57%	\$ 18,000
Teen Programs	\$ 661.91	\$ 4,240.02	44.63%	\$ 9,500
Adult Programs	\$ 1,759.17	\$ 13,014.31	72.30%	\$ 18,000
Special Programs	\$ -	\$ 4,038.72	57.70%	\$ 7,000
Connections Programs	\$ 336.25	\$ 1,154.91	23.10%	\$ 5,000
<b>Total Programs</b>	<b>\$ 3,743.36</b>	<b>\$ 34,249.66</b>	<b>59.56%</b>	<b>\$ 57,500</b>
<b>Total Advertising &amp; Programming</b>	<b>\$ 3,788.36</b>	<b>\$ 40,573.31</b>	<b>56.83%</b>	<b>\$ 71,400</b>

Support Services

ILL & RB Services	\$ -	\$ 713.88	59.49%	\$ 1,200
Technical Support (IT)	\$ 2,645.61	\$ 19,078.00	77.08%	\$ 24,750
Automation Administration	\$ 5,419.30	\$ 22,891.80	50.87%	\$ 45,000
Consultant Fees/Legal Fees	\$ -	\$ 2,502.50	41.71%	\$ 6,000

Postage & Delivery	\$ 19.99	\$ 625.50	16.68%	\$ 3,750
Audit	\$ -	\$ 6,300.00	57.27%	\$ 11,000
Payroll & Employment Services	\$ 451.99	\$ 3,669.75	59.19%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ 2,524.74	49.36%	\$ 5,115
Telephone/Internet	\$ 1,044.68	\$ 8,320.84	75.64%	\$ 11,000
Trustee Training & Memberships	\$ -	\$ -	0.00%	\$ 1,000
Copy Machine Lease	\$ 216.10	\$ 1,542.60	49.76%	\$ 3,100
Security	\$ -	\$ 11,809.39	118.09%	\$ 10,000
<b>Total Support Services</b>	<b>\$ 9,797.67</b>	<b>\$ 79,979.00</b>	<b>62.43%</b>	<b>\$ 128,115</b>

**Materials & Supplies**

*Library Materials*

Books	\$ 6,904.41	\$ 49,837.55	60.41%	\$ 82,500
Print Periodicals	\$ 289.99	\$ 6,804.73	97.21%	\$ 7,000
Automated Subscriptions (databases)	\$ -	\$ 10,969.00	68.56%	\$ 16,000
Online E-Content - ebooks/magazines/movies/music	\$ 6,889.39	\$ 51,470.34	59.50%	\$ 86,500
Audio Visual (DVDs, CDs, etc.)	\$ 1,096.72	\$ 10,533.74	65.84%	\$ 16,000
<b>Total Library Materials</b>	<b>\$ 15,180.51</b>	<b>\$ 129,615.36</b>	<b>62.32%</b>	<b>\$ 208,000</b>

*Library & Office Supplies*

Office Supplies	\$ 83.45	\$ 2,062.88	44.85%	\$ 4,600
Library Supplies	\$ 527.92	\$ 2,523.06	42.76%	\$ 5,900
Copy & Printing Supplies	\$ -	\$ 1,179.24	45.36%	\$ 2,600
Misc Expenses	\$ 292.25	\$ 889.21	37.05%	\$ 2,400
<b>Total Library &amp; Office Supplies</b>	<b>\$ 903.62</b>	<b>\$ 6,654.39</b>	<b>42.93%</b>	<b>\$ 15,500</b>
<b>Total Materials &amp; Supplies</b>	<b>\$ 16,084.13</b>	<b>\$ 136,269.75</b>	<b>60.97%</b>	<b>\$ 223,500</b>

**Strategic Initiatives**

<b>Strategic Initiatives</b>	<b>\$ 44.28</b>	<b>\$ 2,419.02</b>	<b>16.13%</b>	<b>\$ 15,000</b>
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**Facilities Management**

*Facility Supplies*

<b>Building Materials &amp; Supplies</b>	<b>\$ 472.78</b>	<b>\$ 3,492.94</b>	<b>58.22%</b>	<b>\$ 6,000</b>
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*Facility Services*

Insurance	\$ -	\$ -	0.00%	\$ 22,500
Maintenance & Custodial Service	\$ 9,603.31	\$ 54,721.99	64.38%	\$ 85,000
Water	\$ 340.90	\$ 1,544.78	51.49%	\$ 3,000
Natural Gas	\$ 2,009.50	\$ 5,521.86	23.01%	\$ 24,000



Copier Maintenance & Usage	\$	96.39	\$	1,169.43	43.55%	\$	2,685
<b>Total Facility Services</b>	<b>\$</b>	<b>12,050.10</b>	<b>\$</b>	<b>62,958.06</b>	<b>45.89%</b>	<b>\$</b>	<b>137,185</b>

*Equipment & Furniture*

Equipment & Furniture	\$	24.99	\$	24.99	0.42%	\$	6,000
Technology Misc.	\$	19.76	\$	1,562.43	34.72%	\$	4,500
<b>Total Equipment &amp; Furniture</b>	<b>\$</b>	<b>44.75</b>	<b>\$</b>	<b>1,587.42</b>	15.12%	<b>\$</b>	<b>10,500</b>
<b>Total Facilities Management</b>	<b>\$</b>	<b>12,567.63</b>	<b>\$</b>	<b>68,038.42</b>	<b>44.27%</b>	<b>\$</b>	<b>153,685</b>

Totals

<b>Total Operating Expenses</b>	<b>\$</b>	<b>131,213.05</b>	<b>\$</b>	<b>985,706.56</b>	<b>58.93%</b>	<b>\$</b>	<b>1,672,700</b>
<b>Capital Improvement Reserve Fund</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>	<b>\$</b>	<b>50,000</b>
<b>Total Expenses</b>	<b>\$</b>	<b>131,213.05</b>	<b>\$</b>	<b>985,706.56</b>	<b>57.22%</b>	<b>\$</b>	<b>1,722,700</b>
<b>Total Income</b>		<b>\$6,806.10</b>		<b>\$850,030.95</b>	<b>49.34%</b>	<b>\$</b>	<b>1,722,700</b>

Prepared 1.14.25

**River Forest Public Library  
Bills and Applied Payments  
December 2024**

**AMAZON**

Date	Transaction Type	Memo/Description	Amount
	Bill Payment		
12/04/2024	(Check)		-725.78
12/02/2024	Bill	CRAFT SUPPLIES	19.99
		MISC. CRAFT ITEMS(POPSICLE STICKS, LEMON JUICE,GEMS, CLAY FOIL)	
11/30/2024	Bill		88.27
12/01/2024	Bill	CRAFT SUPPLIES	47.93
		NYE PARTY FAVORS, GLUE STICKS	
12/02/2024	Bill		124.23
12/02/2024	Bill	IPAD CASES (CHILDREN'S)	62.90
12/02/2024	Bill	BUBBLE MACHINE	26.95
12/02/2024	Bill	CRAFT SUPPLIES	54.13
11/19/2024	Bill	CRAFT SUPPLIES	35.70
11/20/2024	Bill	TASTERS/CUPS	8.99
11/21/2024	Bill	NOTE PADS	7.79
		SUPPLIES REPLENISHMENT/GLUE, PAPER, STICKERS, GOOGLY EYES, POPSICLE STICKS, ETC.	
11/23/2024	Bill		140.03
11/30/2024	Bill	SNOWGLOBE SUPPLIES	15.20
11/30/2024	Bill	DISPLAY TREE	11.24
11/30/2024	Bill	BOOKS	82.43
	Bill Payment		
12/13/2024	(Check)		-227.70
12/05/2024	Bill	SNOWGLOBE MATERIALS	96.15
12/05/2024	Bill	NYE BAGS AND SUPPLIES	54.98
12/05/2024	Bill	PLAY AREA TOY	14.87
12/05/2024	Bill	SPACE HEATER	24.99
12/03/2024	Bill	HEADPHONES FOR TEEN PCS	19.76
12/11/2024	Bill	GLITTER	16.95
	Bill Payment		
12/20/2024	(Check)		-1,347.87
12/20/2024	Bill	January Makers supplies	85.76
12/19/2024	Bill	J switch video game	57.69
12/17/2024	Bill	CAREGIVER KIT:MYSTERY	56.75

12/16/2024	Bill	CAREGIVER KIT:HUMOR	75.54
12/15/2024	Bill	GEMS	9.99
12/15/2024	Bill	MINI ART SHOW SUPPLIES	44.93
12/13/2024	Bill	Craft supplies	6.99
12/13/2024	Bill	Craft supplies	11.17
11/13/2024	Bill	NYE FAVORS & SNACKS	302.18
02/29/2024	Bill	Puppet for storytime	23.66
12/19/2024	Vendor Credit	Refund for damaged books	-36.95
03/28/2024	Bill	Acrylic sheets	17.49
06/14/2024	Bill	Large paper roll	9.99
06/27/2024	Bill	American girl pouches	29.99
06/29/2024	Bill	SRP prizes	74.81
08/15/2024	Bill	Beads, coffee filters, pipe cleaners, paint, strings	64.31
08/28/2024	Bill	Kit tote bags	14.99
09/13/2024	Bill	J video games	179.56
09/30/2024	Bill	J FIC book	6.46
10/09/2024	Bill	J FIC books	95.92
10/25/2024	Bill	J FIC books	13.98
12/20/2024	Bill	Caregiver kits- Romance	63.09
12/20/2024	Bill	Caregiver kits- award winners	56.01
12/20/2024	Bill	Winter reading prize	54.99
12/20/2024	Bill	Craft supplies	9.69
12/14/2024	Bill	COAT HOOKS	11.89
12/14/2024	Bill	CONFETTI	6.99

**ANDERSON  
ELEVATOR COMPANY**

12/13/2024	Bill Payment (Check)		-217.00
12/01/2024	Bill	MONTHLY ELEVATOR MAINTENANCE	217.00

**Bibliotheca, LLC**

12/20/2024	Bill Payment (Check)		-4,752.30
12/17/2024	Bill	SELF-CHECK OUT ANNUAL RENEWAL	4,752.30

**Cintas Fire Protection**

12/20/2024	Bill Payment (Check)		-216.00
10/31/2024	Bill	Monthly AED subscription- October 2024	108.00
11/30/2024	Bill	Monthly AED subscription- November 2024	108.00

**CleanNet of Illinois**

12/04/2024	Bill Payment (Check)		-1,549.80
11/30/2024	Bill	MONTHLY CLEANING FEE	1,549.80
12/13/2024	Bill Payment (Check)		-1,549.80
11/01/2024	Bill	MONTHLY CLEANING FEE	1,549.80

**Comcast BUSINESS**

12/13/2024	Bill Payment (Check)		-375.36
12/12/2024	Bill	DECEMBER 2024 INTERNET BILL	375.36

**COMCAST BUSINESS  
(VoiceEdge\*)**

12/20/2024	Bill Payment (Check)		-669.32
12/01/2024	Bill	DECEMBER PHONE BILL	669.32

**DEMCO, INC.**

12/04/2024	Bill Payment (Check)		-92.45
11/22/2024	Bill	TECH SERVICES MATERIALS (APPLIED CREDIT OF 19.88)	92.45
12/13/2024	Bill Payment (Check)		-50.50
12/02/2024	Bill	TECH SERVICES MATERIALS DAMAGED SLATWALL	89.30
12/02/2024	Vendor Credit	HOLDERS(RETURNED) BOOKMARKS ( MINUS CREDIT FOR DAMAGED BOOKMARK HOLDER)	-94.54
12/02/2024	Bill		55.74

**ELAN FINANCIAL SERVICES**

12/04/2024	Bill Payment (Check)		-3,276.66
11/21/2024	Bill	CREDIT CARD STATEMENT 10/16-11/14	3,276.66
12/20/2024	Bill Payment (Check)		-3,184.48
12/20/2024	Bill	Credit card statement: 11/15/24 to 12/13/24	3,184.48

**FSS TECHNOLOGIES, LLC**

12/20/2024	Bill Payment (Check)		-114.00
12/17/2024	Bill	BURGLAR ALARM MAINTENANCE JAN-MAR	114.00

**Hoopla**

12/04/2024	Bill Payment (Check)		-2,855.65
11/30/2024	Bill	NOVEMBER HOOPLA CHECKOUTS	2,855.65

**HOY LANDSCAPING**

12/13/2024	Bill Payment (Check)		-130.00
12/12/2024	Bill	MONTHLY SNOW CHARGE DECEMBER (MIN.)	130.00

**Hulen Landscaping Contractors**

12/04/2024	Bill Payment (Check)		-314.00
11/19/2024	Bill	NOVEMBER LANDSCAPING	314.00

**Ingram Library Services**

12/04/2024	Bill Payment (Check)		-2,885.53
11/29/2024	Bill	BOOK	18.06
11/18/2024	Bill	BOOK	23.01

11/18/2024	Bill	BOOKS	77.14
11/18/2024	Bill	BOOK	12.38
11/18/2024	Bill	BOOKS	15.92
11/18/2024	Bill	BOOKS	23.94
11/18/2024	Bill	BOOKS	50.65
11/18/2024	Bill	BOOK	30.92
11/18/2024	Bill	BOOKS	30.10
11/18/2024	Bill	BOOKS	59.42
11/19/2024	Bill	BOOK	21.04
11/19/2024	Bill	BOOKS	40.59
11/19/2024	Bill	BOOK	9.53
11/19/2024	Bill	BOOK	8.39
11/19/2024	Bill	BOOK	17.04
11/19/2024	Bill	BOOK	19.49
11/19/2024	Bill	BOOK	14.66
11/19/2024	Bill	BOOKS	50.82
11/19/2024	Bill	BOOKS	51.20
11/20/2024	Bill	BOOK	11.90
11/20/2024	Bill	BOOK	15.63
11/20/2024	Bill	BOOK	24.43
11/20/2024	Bill	BOOKS	311.10
11/20/2024	Bill	BOOK	14.69
11/20/2024	Bill	BOOK	14.71
11/20/2024	Bill	BOOKS	37.17
11/20/2024	Bill	BOOKS	94.46
11/21/2024	Bill	BOOKS	28.32
11/21/2024	Bill	BOOKS	358.37
11/21/2024	Bill	BOOK	12.38
11/21/2024	Bill	BOOK	16.49
11/21/2024	Bill	BOOK	24.25
11/21/2024	Bill	BOOK	15.95
11/21/2024	Bill	BOOK	11.96
11/21/2024	Bill	BOOKS	43.42
11/26/2024	Bill	BOOKS	88.13
11/26/2024	Bill	BOOK	29.68
11/26/2024	Bill	BOOK	18.60
11/26/2024	Bill	BOOKS	24.46
11/26/2024	Bill	BOOKS	58.63
11/26/2024	Bill	BOOKS	58.63
11/26/2024	Bill	BOOKS	251.97
11/27/2024	Bill	BOOKS	25.78
11/27/2024	Bill	BOOK	7.96

11/27/2024	Bill	BOOK	7.96
11/27/2024	Bill	BOOK	12.89
11/27/2024	Bill	BOOK	14.11
11/27/2024	Bill	BOOKS	55.80
11/27/2024	Bill	BOOK	15.69
11/27/2024	Bill	BOOKS	66.24
11/27/2024	Bill	BOOK	11.62
11/27/2024	Bill	BOOK	17.28
11/29/2024	Bill	BOOK	40.20
11/29/2024	Bill	BOOK	11.39
11/29/2024	Bill	BOOK	7.96
11/29/2024	Bill	BOOKS	54.59
11/29/2024	Bill	BOOK	32.95
11/29/2024	Bill	BOOK	12.32
11/29/2024	Bill	BOOKS	25.88
11/29/2024	Bill	BOOK	16.19
11/29/2024	Bill	BOOKS	118.30
11/29/2024	Bill	BOOKS	54.63
11/29/2024	Bill	BOOKS	25.89
11/29/2024	Bill	BOOKS	110.27
	Bill Payment		
12/13/2024	(Check)		-1,599.63
12/04/2024	Bill	BOOKS	34.54
12/04/2024	Bill	BOOK	18.60
12/04/2024	Bill	BOOKS	24.60
12/04/2024	Bill	BOOKS	33.07
12/04/2024	Bill	BOOKS	29.76
12/04/2024	Bill	BOOK	13.52
12/04/2024	Bill	BOOK	13.52
12/04/2024	Bill	BOOK	22.10
12/04/2024	Bill	BOOK	32.10
12/04/2024	Bill	BOOK	11.95
12/04/2024	Bill	BOOKS	19.67
12/05/2024	Bill	BOOK	14.81
12/05/2024	Bill	BOOK	13.19
12/05/2024	Bill	BOOK	18.60
12/05/2024	Bill	BOOKS	211.88
12/10/2024	Bill	BOOKS	28.88
12/10/2024	Bill	BOOKS	51.56
12/10/2024	Bill	BOOK	24.43
12/10/2024	Bill	BOOK	20.29
12/10/2024	Bill	BOOK	12.89

12/10/2024	Bill	BOOK	8.39
12/10/2024	Bill	BOOK	12.89
12/10/2024	Bill	BOOK	11.81
12/10/2024	Bill	BOOKS	85.64
12/10/2024	Bill	BOOKS	110.17
12/10/2024	Bill	BOOK	15.32
12/10/2024	Bill	BOOKS	33.73
12/11/2024	Bill	BOOK	21.59
12/11/2024	Bill	BOOKS	231.55
12/11/2024	Bill	BOOK	11.37
12/04/2024	Bill	BOOK	20.71
12/04/2024	Bill	BOOK	9.88
12/04/2024	Bill	BOOKS	30.54
12/04/2024	Bill	BOOKS	55.01
12/04/2024	Bill	BOOKS	77.46
12/04/2024	Bill	BOOK	15.78
12/04/2024	Bill	BOOK	15.78
12/04/2024	Bill	BOOKS	36.07
12/04/2024	Bill	BOOK	17.46
12/04/2024	Bill	BOOK	13.51
12/04/2024	Bill	BOOK	17.11
12/02/2024	Bill	BOOK	10.07
12/02/2024	Bill	BOOKS	31.13
12/02/2024	Bill	BOOK	16.48
12/02/2024	Bill	BOOKS	53.13
04/05/2024	Vendor Credit	CREDIT MEMO TEEN BOOKS	-12.91
	Bill Payment		
12/20/2024	(Check)		-1,969.07
12/12/2024	Bill	BOOKS	57.01
12/12/2024	Bill	BOOKS	195.73
		CREDIT MEMO FOR INVOICE	
12/09/2024	Vendor Credit	#63125296	-12.38
12/12/2024	Bill	BOOKS	134.13
12/12/2024	Bill	BOOKS	29.16
12/12/2024	Bill	BOOKS	73.96
12/12/2024	Bill	BOOK	20.39
12/12/2024	Bill	BOOKS	394.06
12/12/2024	Bill	BOOK	9.13
12/13/2024	Bill	BOOK	30.08
12/13/2024	Bill	BOOK	12.91
12/13/2024	Bill	BOOK	14.12



12/13/2024	Bill	BOOK	21.92
12/13/2024	Bill	BOOK	13.00
12/13/2024	Bill	BOOKS	84.85
12/13/2024	Bill	BOOK	16.76
12/13/2024	Bill	BOOKS	25.32
12/13/2024	Bill	BOOK	24.43
12/13/2024	Bill	BOOKS	44.97
12/13/2024	Bill	BOOKS	135.29
12/13/2024	Bill	BOOKS	179.81
12/18/2024	Bill	BOOKS	53.75
12/18/2024	Bill	BOOK	36.49
12/18/2024	Bill	BOOK	33.09
12/18/2024	Bill	BOOKS	42.83
12/18/2024	Bill	BOOK	16.15
12/18/2024	Bill	BOOKS	35.67
12/18/2024	Bill	BOOK	13.49
12/18/2024	Bill	BOOK	15.78
12/18/2024	Bill	BOOK	19.51
12/18/2024	Bill	BOOKS	57.21
12/18/2024	Bill	BOOKS	36.07
12/18/2024	Bill	BOOK	12.91
12/18/2024	Bill	BOOK	33.94
12/18/2024	Bill	BOOK	12.38
12/18/2024	Bill	BOOK	12.38
12/18/2024	Bill	BOOK	11.06
12/18/2024	Bill	BOOK	12.58
12/18/2024	Bill	BOOK	9.13

**JC MUSIC, INC.**

	Bill Payment		
12/20/2024	(Check)		-1,530.61
12/18/2024	Bill	CONCERT FEE-12/8/24	1,530.61

**Kanopy**

	Bill Payment		
12/04/2024	(Check)		-265.20
11/30/2024	Bill	NOVEMBER KANOPY CHECKOUTS	265.20

**KINGSLEY**

	Bill Payment		
12/04/2024	(Check)		-5,086.08

11/25/2024	Bill	CAPITAL- DRIVE-UP BOOKDROP	5,086.08
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**Konica Business Solutions**

12/13/2024	Bill Payment (Check)		-96.39
12/02/2024	Bill	DECEMBER 2024 COPY MAINTENANCE	10.46
12/01/2024	Bill	NOVEMBER 2024 COPY USAGE	85.93

**Konica Premier**

12/04/2024	Bill Payment (Check)		-216.10
11/23/2024	Bill	COPIER LEASE	216.10

**Library Market**

12/13/2024	Bill Payment (Check)		-667.00
12/06/2024	Bill	HOSTING / MAINT FEE DEC - MAR	667.00
12/13/2024	Bill Payment (Check)		-7,500.00
12/06/2024	Bill	**CAPITAL EXPENSE: BALANCE-NEW WEBSITE	7,500.00

**Melaina Maraldi**

12/04/2024	Bill Payment (Check)		-33.11
12/02/2024	Bill	MARISSA/SEND-OFF TREATS	33.11

**MIDWEST TAPE**

12/04/2024	Bill Payment (Check)		-363.21
11/21/2024	Bill	AUDIOBOOK CDS	78.96
11/14/2024	Bill	DVD	36.43
11/14/2024	Bill	DVDS	131.90
11/14/2024	Bill	DVD	52.71
11/21/2024	Bill	DVDS	63.21
12/13/2024	Bill Payment (Check)		-107.27
12/03/2024	Bill	DVD	22.93

12/07/2024	Bill	DVDS	35.36
12/07/2024	Bill	AUDIOBOOK CD	48.98
	Bill Payment		
12/20/2024	(Check)		-63.55
12/12/2024	Bill	DVD	27.12
12/12/2024	Bill	BLU-RAY	36.43
	Bill Payment		
12/20/2024	(Check)		-175.98
12/12/2024	Bill	CD AUDIOBOOK	37.98
12/12/2024	Bill	DVDS	138.00

**NICOR GAS**

	Bill Payment		
12/04/2024	(Check)		-756.84
11/19/2024	Bill	GAS BILL/ 10-17-24 TO 11/15-24	756.84
	Bill Payment		
12/20/2024	(Check)		-1,252.66
12/20/2024	Bill	Gas bill: 11/15/24 to 12/16/24	1,252.66

**Oak Brook Mechanical Services, Inc.**

	Bill Payment		
12/04/2024	(Check)		-1,880.00
11/19/2024	Bill	HOT WATER VALVE REPAIRS	1,880.00
	Bill Payment		
12/04/2024	(Check)		-3,345.00
11/19/2024	Bill	CAPITAL** BROKEN THERMOSTAT REPAIR	1,096.00
11/19/2024	Bill	CAPITAL** GLYCOL RECHARGE	2,249.00

**Office of the Illinois State Fire Marshal**

	Bill Payment		
12/20/2024	(Check)		-70.00
12/20/2024	Bill	Boiler inspection	70.00

**OUTSOURCE SOLUTIONS GROUP, INC.**

	Bill Payment		
12/04/2024	(Check)		-1,300.72

11/19/2024	Bill	NOVEMBER TECH SUPPORT	1,300.72
	Bill Payment		
12/20/2024	(Check)		-1,344.89
12/20/2024	Bill	December tech support	1,344.89

**OverDrive**

	Bill Payment		
12/04/2024	(Check)		-1,616.97
		4 EBOOKS/2 AUDIOBOOKS ** .30 ADDED TO TOTAL OF THIS INVOICE FOR PREVIOUS BALANCE DUE	285.28
11/19/2024	Bill		
11/27/2024	Bill	15 EBOOKS, 14 AUDIOBOOKS	1,331.69
	Bill Payment		
12/13/2024	(Check)		-255.25
12/03/2024	Bill	5 EBOOKS/2 AUDIOBOOKS	255.25
	Bill Payment		
12/20/2024	(Check)		-1,824.37
12/10/2024	Bill	1 EBOOK	26.64
12/17/2024	Bill	17 EBOOKS, 2 AUDIOBOOKS	327.16
12/17/2024	Bill	11 EBOOKS, 3 AUDIOBOOKS	524.52
12/11/2024	Bill	10 EBOOKS/7 AUDIOBOOKS	946.05

**PLASTIC  
FULFILLMENT INC.,**

	Bill Payment		
12/04/2024	(Check)		-298.00
11/19/2024	Bill	SPECIAL EDITION LIBRARY CARDS	298.00

**PLAYAWAY**

	Bill Payment		
12/13/2024	(Check)		-104.48
12/04/2024	Bill	WONDERBOOKS	104.48

**Rhonda Fentry**

	Bill Payment		
12/13/2024	(Check)		-50.00
12/12/2024	Bill	YOGA INSTRUCTOR FEE	50.00

**S&D PRIME  
MAINTENANCE,INC**

12/13/2024	Bill Payment (Check)		-3,250.71
11/29/2024	Bill	FALL 2024 GUTTER CLEANING	1,139.00
11/29/2024	Bill	NOVEMBER 2024 MONTHLY MAINTENANCE	853.71
11/29/2024	Bill	BALANCE DUE FOR FOUNDATION REPAIR	1,258.00

**Smithereen Pest  
Management**

12/13/2024	Bill Payment (Check)		-51.00
12/01/2024	Bill	MONTHLY PEST CONTROL	51.00
12/20/2024	Bill Payment (Check)		-261.00
12/20/2024	Bill	Regular pest control plus wildlife control visit	261.00

**Staples**

12/13/2024	Bill Payment (Check)		-668.02
11/25/2024	Bill	Labels, ice salt, Kcups, creamer, binder clips	668.02

**VILLAGE OF RIVER  
FOREST**

12/04/2024	Bill Payment (Check)		-6,644.42
12/04/2024	Bill	November 2024 IMRF	6,644.42
12/13/2024	Bill Payment (Check)		-340.90
12/01/2024	Bill	WATER BILL SEPT. & OCT. 2024	340.90
12/13/2024	Bill Payment (Check)		-4,310.62
12/06/2024	Bill	HEALTH INSURANCE NOVEMBER 2024	4,310.62

**Byline Credit Card December 2024**

**Ending Balance: \$577.37**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Charge</b>	<b>Payment</b>	<b>Type</b>	<b>Account</b>
12/27/2024	IKEA	CREDIT FOR TAX EXEMPTION DEC. 2024		18.62	CC-Credit	Strategic Initiatives
12/26/2024	MAILCHIMP	PAYMENT MONTHLY STAMPS.COM	45.00		Expense	Marketing:Advertisement
12/23/2024	Stamps.com	FEE	19.99		Expense	Support Services:Postage
12/20/2024	ELAN FINANCIAL SERVICES	Credit card statement: 11/15/24 to 12/13/24		3,184.48	Bill	2000 Accounts Payable
12/20/2024	Jewel Foods	COOKIES/FILM LOVERS FRIDAYS	4.08		Expense	Adult Expenses:Programs - Adult
12/18/2024	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
12/17/2024	Target	SNACKS FOR EXAM CRAM CANDY FOR MAKERS: PARTY	70.32		Expense	Teen Expenses:Programs-Teen
12/17/2024	Target	POPPERS	31.39		Expense	Special Programs:Connections Programs
12/16/2024	AMAZON	5 DIGITAL KINDLE TITLES	71.95		Expense	Online e-Content:eContent - Adult
12/16/2024	AnyPromo.com	BOOK STRESS RELIEF/ 100 BOOKS BEFORE HIGH SCHOOL	269.65		Expense	Teen Expenses:Programs-Teen
12/12/2024	Hobby Lobby	CRAFT & CHAT SUPPLIES	41.68		Expense	Adult Expenses:Programs - Adult
12/12/2024	Jewel Foods	COOKIES FOR PROGRAM	10.21		Expense	Adult Expenses:Programs - Adult
12/10/2024	CRAINS COMMUNICATIONS, INC	CRAIN'S CHICAGO BUSINESS 1 YR. SUBSCRIPTION	225.00		Expense	Adult Expenses:Periodicals - Adult
12/06/2024	Target	LEMONS, SNACKS	48.53		Expense	

12/05/2024	Target	GINGERBREAD HOUSE SUPPLIES	39.43	Expense	Teen Expenses:Programs- Teen
12/04/2024	Totally Promotional	WINTER READING PRIZES/TOTES	162.50	Expense	Teen Expenses:Programs- Teen
12/01/2024	COURAGEOUS BAKERY	HOT COCOA FOR COOKIE PROGRAM	31.90	Expense	Adult Expenses:Programs - Adult

# River Forest Public Library

## Fund Balances

As of December 31, 2024

Prepared 1.14.25

12/31/2024

### CHECKING/SAVINGS - OPERATIONS FUND

#### Operations Current

#### Interest Rate

ICS Operations	0.50%	356,166.69
Byline Operations	0.40%	46,696.71
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 402,903.40

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

1/2/2025	OP CD 1 MONTH- CIBC	2.95%	52,825.48
1/16/2025	OP CD 1 YEAR- CIBC	4.55%	100,000.00
2/13/2025	OP CD 6 MONTHS- CIBC	4.10%	51,032.65
2/20/2025	OP CD 6 MONTHS- CIBC	4.10%	100,000.00
3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	101,235.44
3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	103,126.76
7/17/2025	OP CD 1 YEAR- CIBC	4.20%	102,014.43
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 769,311.10

### TOTAL OPERATIONS FUND

**1,172,214.50**

### CHECKING/SAVINGS - CAPITAL ACCOUNT

#### Interest Rate

ICS Capital	0.50%	91,530.27
Byline Capital	0.40%	2,502.37

TOTAL CAPITAL CHECKING/SAVINGS 94,032.64

#### Maturity Date

#### CDARS Reserves

#### Interest Rate

1/9/2025	OP CD 1 MONTH- CIBC	2.95%	51,683.16
1/9/2025	OP CD 1 MONTH- CIBC	2.95%	51,683.16
1/9/2025	OP CD 1 MONTH- CIBC	2.95%	51,683.16
1/9/2025	OP CD 1 MONTH- CIBC	2.95%	51,683.16
1/9/2025	OP CD 1 MONTH- CIBC	2.95%	51,683.16
2/13/2025	OP CD 3 MONTHS- CIBC	3.25%	257,266.20
3/27/2025	OP CD 3 MONTHS- CIBC	3.25%	229,154.83

TOTAL CDARS Reserves Capital 744,836.83

### TOTAL CAPITAL FUND

**838,869.47**

### TOTAL OPERATIONS/CAPITAL FUNDS

**2,011,083.97**





**River Forest Public Library -Capital Reserve Fund**

**Dec-24**

**Fiscal Year: May 1, 2024 - April 30, 2025**

**Capital Reserve Account Balances**

ICS Capital Reserve	\$	91,530.27 *
Byline Capital Checking	\$	2,502.37
<b>Total Capital Reserve Checking / Savings</b>	<b>\$</b>	<b>94,032.64</b>

<b>Total Capital CDARS Reserve</b>	<b>\$</b>	<b>744,836.83</b>
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<b>Total Capital Reserve Fund</b>	<b>\$</b>	<b>838,869.47</b>
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**Expenses**

Kingsley- for replacement drive up book drop	12/4/2024	\$	5,086.08
Oak Brook Mechanical- glycol recharge, thermostat repair	12/4/2024	\$	3,345.00
Library Market- new website remaining balance	12/13/2024	\$	7,500.00

**Transfers**

**Income**

Interest- Checking / ICS	12/31/2024	\$	42.90
Interest- CDARS	12/31/2024	\$	3,095.49

Prepared: 1.14.25

\*Includes \$50,000 Live and Learn Grant

## Strategic Directions

**Goal:** Reach new audiences by working with community partners and stakeholders.

This November, the Library partnered with **Sarah's Inn** to be a drop-off location for their Holiday Gift Project that provides toys and gifts for clients and their families. River Forest patrons donated 87 gifts here at the Library this year.



*Community*

**Goal:** Deepen community relationships by providing exceptional customer service.

Management team finalized procedures to provide **remote service during emergency closures**. We now have vpn access on Library laptops so staff can use SWAN's workflows to access staff accounts from home. We will use Comcast's Be Anywhere function for remote phone calls and will update our voicemail and website banners to direct patrons to get help during closure days.

**Goal:** Adapt to shifting and evolving community needs and demographics.

**Home Delivery Service** is officially up and running! There is information for patrons on our updated website and we are currently making regular deliveries to one patron, and are hoping to hear from more patrons as word gets out. Last week we heard from a regular patron who had a fall and wanted to renew an item until she can come back in, so it was nice to offer our home delivery service to her in the event that she needs it.

**Goal:** Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming

The Library's **new website went live** on December 4<sup>th</sup>, and we've gotten positive feedback from staff and patrons. One kind patron left a voicemail to thank us for the vast improvements and clean, user-friendly interface. Fran Arnold, Marketing & PR Specialist, worked incredibly hard with Library Market to work out any kinks in the site and to troubleshoot tech issues before the site went live. **Big thank you to Fran and the rest of our website team** for their work on the site, including Melaina Maraldi and Shannon Gruber.



*Spaces*



*Events, Services  
& Collections*

**Goal:** Stimulate imagination, creativity, and a broad worldview by hosting fun and engaging events.

Children's hosted Slime company Sloomoo for a **DIY slime workshop for families**. This completely full program was a lot of messy fun, and we received positive feedback. Hands on sensory programs are a great way for us to be accessible to a wide range of kids, including those who are neurodivergent.



Children's had their annual **Noon Year's Eve** party giving kids an opportunity to ring in the new year! We had a photo backdrop, sparkling cider, noise makers, music, dancing, bubbles and crafts. This popular program had 85 participants.

We have many film programs at the Library, but in November **we invited a docent from the Illinois Holocaust Museum to discuss** the history of Auschwitz after the showing of *The Zone of Interest* for Global Film Forum. There were 17 patrons in attendance, and they all stayed to listen to the discussion.

On November 14<sup>th</sup>, we hosted our **first Harry Potter Trivia Night** and had 21 adults & teens attend. Library staff came up with questions and everyone had a wonderful time!

We hosted the **James Callen Trio, a jazz ensemble** led by longtime patron James Callen. Over 50 people came out to enjoy a variety of jazz tunes played upstairs by the fireplace.



**Goal:** Expand ways community members and partners can give back to the library.



Resources

**Brian Wolowitz, ATS Librarian, secured two programming grants –**

- 1) Chicago Federation of Musicians awarded just over \$1500 for the James Callen Trio concert, and
- 2) Illinois Humanities awarded a Road Scholars Speakers Bureau grant to have playwright Ted Williams III present *1619: the Journey of a People* this coming February.

## Key Performance Indicators

Category	October 2024	November 2024	December 2024
Physical item circulation - initial checkouts	12,136	12,489	11,846
Digital item circulation	4,463	4,943	4,897
<b>Total Circulation</b>	<b>16,599</b>	<b>17,432</b>	<b>17,743</b>
Programs for Adults	16 programs 263 attendees	9 programs 163 attendees	8 programs 130 attendees
Programs Middle School aged children	13 programs 144 attendees	8 programs 191 attendees	10 programs 112 attendees
Programs for Children	28 programs 2977 attendees (Hoot N Howl & Touch a Truck attributed to large count)	31 programs 1845 attendees	25 programs 1640 attendees
Library-Wide Programs	0 programs 0 attendees	1 program* 21 attendees	2 programs* 8 attendees
<b>Total Programs</b>	57 programs 3384 attendees	49 programs 2220 attendees	45 programs 1890 attendees
Children's Play Area Visits	1632	2034	1725
New cardholders added	37	28	21
<b>Total cardholders</b>	8,190	8,188	8,187
Website sessions	7,161	6,631	7,016
Patron visits	9,850	9031	9250
Instagram Followers	1,505	1,505	1,505
Facebook Followers	1,410	1,424	1,430

\*November = Harry Potter Trivia and December = Illinois Libraries Present events

### Staff updates

- Children's hired Mike Monahan as a new Children's Associate this December. Mike has experience working in Adult Services at libraries and is excited to transition into the world of Children's.
- Children's Associate Marissa Walentschik accepted a full-time position at another library, and we wish her the best of luck in her new role. Marissa's last day will be this January.

- Children's has hired Amy Hernandez as a Children's Associate starting this January. Amy is hoping to pursue her MLIS and is excited to start her first library job.
- This January we are also excited to welcome Darrell Farris as a Security Monitor. Darrell has security experience and is a big library fan and super user.
- Adult & Teen Services Manager Shannon Gruber attended an HR Source webinar about handling holiday HR challenges. There was helpful information about weather-related closures and tips about using the HR hotline.
- Children's Librarian Debbie Larsen recently attended an online workshop through ALA about revamping popular storytime nursery rhymes for the modern age. Some of these antiquated songs are not relevant or appropriate for today's day and age, so alternative lyrics and song suggestions are always greatly appreciated.

#### **Financial highlights**

- As of December, the Adult Programs budget expenditures are overstated by \$1,530.61, the amount of the grant for the James Callen Trio concert. Because this grant was not accounted for in the Operating Budget, the Adult Programs budget will likely go over, but the funds will be accounted for in our Grants-Other revenues.
- I neglected to account for tax when budgeting for the Telephone/Internet line. Accounting for tax, we should go over budget by just under \$600.

#### **Facility updates**

- Oak Brook Mechanical recharged the glycol in the HVAC system, repaired a broken thermostat, and repaired a broken hot water valve.
- S&D Prime Maintenance fixed a foundation crack that contributed to the flood in my office.
- We have been advised to keep the north fireplace off until the tuckpointing and glass repairs are completed. The heat from the fireplace is contributing to the issue by adding condensation to the area.

#### **Committee updates**

Finance Committee met on January 7<sup>th</sup>.

Respectfully submitted,

Emily Compton  
January 15, 2025

**River Forest Public Library  
Finance Committee Meeting  
MINUTES- draft  
Tuesday, January 7<sup>th</sup>, 2025, at 5:00pm**

**Present:** Committee members Cathy Ruggeri, Scott Delano, Simon Saddleton. Director Emily Compton and Operations Manager Shannon Duffy were also present. Jim Hopkinson and Kosha Baxi Carstens were absent.

**Call to Order:** Trustee Ruggeri called the meeting to order at 5:05pm.

**Minutes:** The February 6<sup>th</sup>, 2024, draft Minutes were approved.

**New Business**

**FY 23-24 audit draft discussion**

The Committee discussed the latest draft of the annual audit by Lauterbach & Amen (L&A). L&A revised some of the numbers in response to the Library's comments. However, some of the language in the audit still needs to be edited. Language discussing the calculation of the excess revenue amount transferred to capital was taken out, and some boilerplate language needs to be deleted as it is not applicable to the Library. The Library's insurance deductible also was listed as being higher than what it actually is. The auditors recommended that the Library adopt a capital asset policy that incorporates the standards of newly adopted financial reporting requirements.

The audit shows an excess revenues over expenditures amount of \$297,490. Reducing that amount by the \$50,000 budgeted transfer to capital leaves an excess revenue amount that can be transferred from operating to capital during FY 24-25 of \$247,490.

Trustee Delano moved to recommend that the Board approve the FY 23-24 draft audit. The motion was seconded by Trustee Saddleton.

The FY 23-24 audit is the last year of the Library's 3-year contract with L&A. Director Compton will get proposals for future audits from L&A and from other auditors.

**Old Business**

Trustees Hopkinson and Ruggeri have been determining the CDAR strategy for the operating account based on the liquidity needs of that account. Some CDARs have been allowed to mature recently to replenish the operating account. The Library should start receiving property tax revenue by late February for the taxes that are due as of March 1. Some of the capital CDARs may be rolled over for slightly longer periods until the funds are needed.

**Next Meeting: February 5<sup>th</sup> at 8pm.**

**Adjournment**

Trustee Delano moved to adjourn the meeting at 5:44pm, seconded by Trustee Saddleton.

# MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: January 14, 2025

RE: Masonry Repair Proposals

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The interior walls by the 2<sup>nd</sup> floor windows on the north and south sides of the building have water damage due to tuckpointing and masonry issues. There are four proposals in your packet from companies recommended by other libraries (Otto Baum, North Shore, Olsen) and by Trustee Delano (Grove). The masonry work will be the first step to fix the problem. The second step is to repair a broken window (the outside pane is broken but the inside is intact), and lastly we will need restoration work on the interior walls.

Grove Masonry's proposal seems to include the most proactive repair work at the most reasonable price. I am looking forward to discussing with the group.

## Proposals Breakdown

Company	Otto Baum	North Shore	Grove	Olsen
	\$4,895	\$12,960	\$14,496	\$52,850 - \$94,950
Included	<ul style="list-style-type: none"><li>• Minor patching and crack repairs to stone window surrounds</li><li>• Inspections around and above windows</li></ul>	<ul style="list-style-type: none"><li>• Caulk around windows</li><li>• Spot tuckpointing, including joint repair</li><li>• Lintel inspection</li></ul>	<ul style="list-style-type: none"><li>• Install flashing</li><li>• Tuckpoint up to 50 sf around windows</li><li>• Replace sealant at coping joints</li><li>• Cleaning / painting steel in lintels</li><li>• Replace damaged masonry if needed</li></ul>	<p>Option 1)</p> <ul style="list-style-type: none"><li>• Install flashing</li><li>• Caulk mortar joints</li><li>• Tuckpoint from windows up</li><li>• Caulk around chimney flu pipe and cap</li><li>• Brick treated with water repellent</li></ul> <p>Option 2)</p> <ul style="list-style-type: none"><li>• Joint repair on slanted portion of wall</li><li>• Tuckpoint from windows up</li></ul>



				<ul style="list-style-type: none"> <li>• Caulk around flu pipe and cap</li> <li>• Brick treated with water repellent</li> </ul>
Additional Charges	<ul style="list-style-type: none"> <li>• Flashing = \$25 per linear foot,</li> <li>• Lintel repair = \$275 per linear foot</li> <li>• Replace damaged masonry = \$5 per linear foot</li> <li>• Caulking around chimney flu pipe = \$15 per linear foot</li> <li>• If joints are open, caulking around the flu pipe is recommended at extra cost.</li> <li>• Can apply clear penetrating water repellent to brick (\$1 per SF): “hard to say how effective it would be”</li> </ul>	<ul style="list-style-type: none"> <li>• Lintel repair = \$1,980 per</li> <li>• Can inspect chimney at extra charge</li> <li>• Can apply sealant at extra charge (“not necessarily needed”)</li> </ul>	<ul style="list-style-type: none"> <li>• Lintel replacement = \$2,500 total, “assuming it’s loose laid lintels.” Does not anticipate having to replace lintels, however.</li> <li>• Caulking around chimney flu pipe = \$1,200</li> <li>• Applying water repellent = \$2,985, though “it only lasts a few years.”</li> </ul>	<ul style="list-style-type: none"> <li>• Replace damaged masonry (pricing fluctuates)</li> </ul>
Temps & Permits	<ul style="list-style-type: none"> <li>• Temps need to be above freezing at night to complete the work, or need winter precautions at extra cost.</li> <li>• Library would obtain any permits</li> </ul>	<ul style="list-style-type: none"> <li>• Temps need to be above 40 degrees for a few days consecutively to begin work.</li> <li>• Can apply for permit for a 10% processing fee.</li> </ul>	<ul style="list-style-type: none"> <li>• Average temps need to be above 32 degrees, though they can use additives in the mortar and tarping for \$2,400.</li> <li>• Will get permits and charge library.</li> </ul>	<ul style="list-style-type: none"> <li>• Temps need to be above 40 degrees for a few days consecutively to begin work, and no nights below freezing.</li> <li>• Library would obtain any permits</li> </ul>



Lift will need to be moved into grass for north window work.



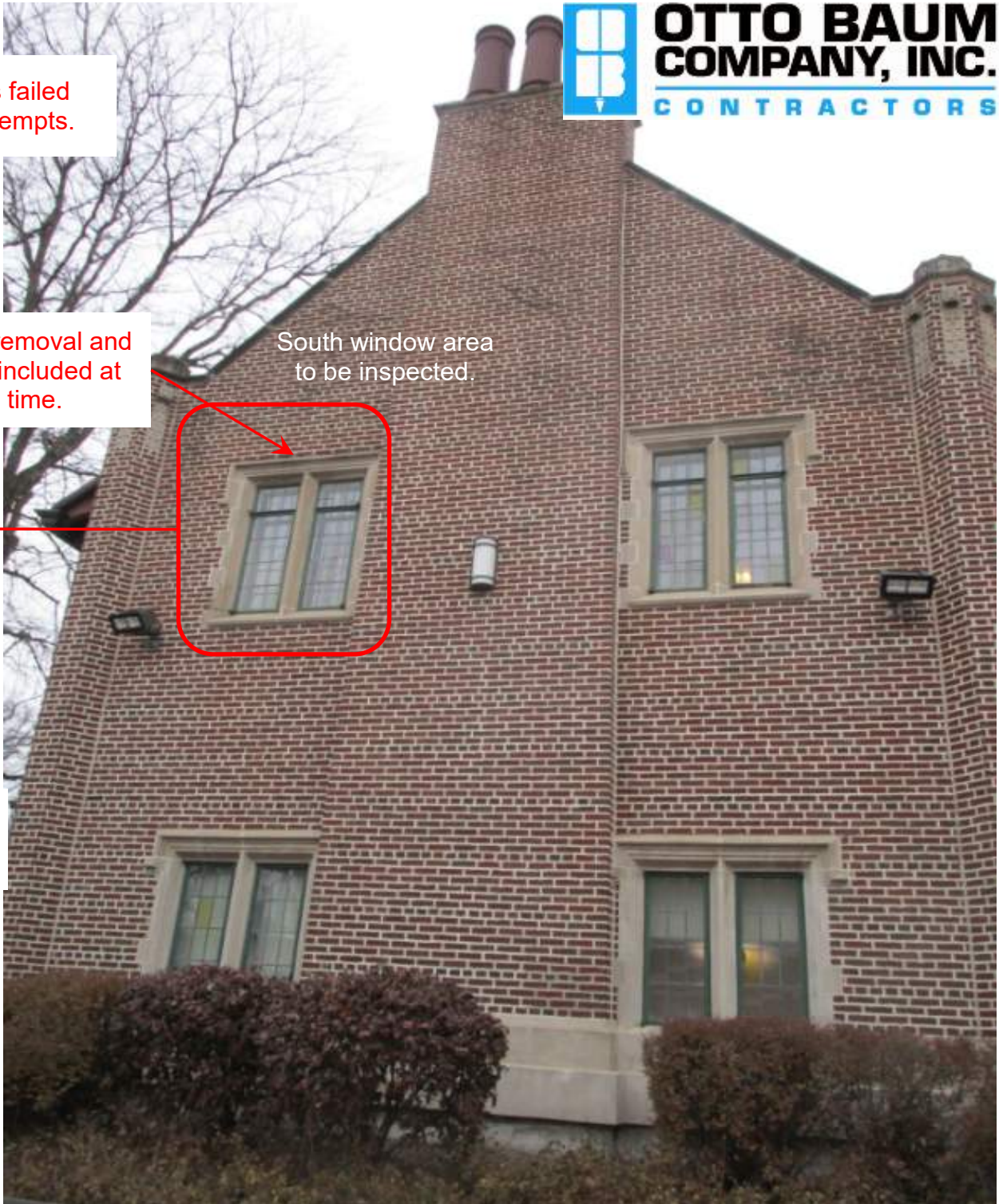
Parking spots will need to be blocked off for lift access.



Typical broken glass pane  
allowing water into window  
assembly.

North window area  
to be inspected.





# General Terms of Proposal and Contract

1. **Entire Agreement** – Both parties acknowledge that the proposal and terms outlined in this agreement constitute the entire agreement, and all other references not included in this agreement are excluded. Only duly authorized representatives of both parties have the power to execute and modify this agreement. No amendment is valid unless in writing and signed by both parties. No failure to exercise, or delay in exercising, any right, remedy, power or privilege by OBCI arising from this agreement shall operate or be construed as a waiver thereof. If any term or provision of this agreement is unenforceable in any jurisdiction, its unenforceability shall not affect any other term or provision of this agreement or render unenforceable such term or provision in any other jurisdiction. This agreement is governed by the laws of the State of Illinois.
2. **Proposal/Contract** – By executing the proposed scope of work included in this proposal, the customer understands that Otto Baum Company, Inc. (OBCI) agrees to perform scope of work items listed in “Inclusions.” Customer further understands that Items listed under “Exclusions” will not be performed by OBCI. Finally, items listed under “Clarifications” are provided for additional clarity to both customer and OBCI. By executing this proposal, the customer acknowledges all proposal items and agrees to the general terms of the proposal/contract. Customer acknowledges that OBCI is not a licensed engineer and provides its scope of work based on experience, not engineering calculations. OBCI recommends customer seek an engineer or other design professional relative to the work.
3. **Changes in the Work** – Both parties understand that changes may be required as the work progresses. OBCI will only proceed with changes upon mutual agreement with the customer, and both parties execute a written change order to modify the original agreement. Both parties agree to modify the progress schedule based on approved change orders. All terms and provisions of an OBCI change order request shall conclusively be deemed accepted by customer if customer does not object in writing within ten (10) days of OBCI providing such written change order request.
4. **Invoicing** – OBCI will invoice for all (if scope complete) or a portion (based on % of work complete) of the contract price monthly.
5. **Payment** – Customer agrees to pay the entire invoice balance to OBCI within 30 days of the invoice date. The customer further agrees that if payment is not received within 30 days, then the customer is subject to an interest rate of the lesser of 1 1/2% per month (18% per annum), or the maximum allowed by law, on unpaid balances from the due date until payment is received. OBCI will provide waivers of its lien rights if full payment has been received. The cost associated with the mechanic’s lien shall be added to this agreement if customer breaches these payment terms. Customer represents that customer has readily available and sufficient funds to timely pay for the proposed scope of work.
6. **Default by Customer** – For any reason, if the customer fails to make payment when due, or prevents OBCI from completing its work in a reasonable manner or fails to comply with any term of this agreement, OBCI may seek any available remedy by this agreement, or by law.
7. **Contractor Remedies** – Should the customer default regarding any aspect of this agreement, after reasonable notice by OBCI and opportunity for the customer to cure, OBCI may; suspend work, require immediate payment for work complete, including unused materials, remove all material and equipment from site, terminate the agreement, and pursue whatever legal remedies available.
8. **Taxes and Wages** – OBCI’s contract price includes all applicable taxes required to be collected by OBCI. The customer has the duty to inform OBCI of any applicable tax abatements/credits and provide required evidence. OBCI will provide an itemized list of tax savings when sufficient evidence is provided. The customer will inform OBCI that reporting is required for the Davis Bacon Act which stipulates that all laborers and mechanics employed on any federally assisted work must be paid wages that are prevailing in their labor market or under the Prevailing Wage Act where funds are public in nature and required to be reported to the Illinois Department of Labor. If tax or wage evidence is provided only after the job has been completed, OBCI may charge a fee to reprocess invoicing and manage any internal administration required.
9. **Hours of Work** – OBCI performs its work between the hours of 7 am and 3:30 pm. If the customer requires amended work hours, then OBCI and the customer shall mutually agree to a modified work schedule, which may include additional charges. If OBCI finds it in its best interest to modify the work hours, OBCI will seek permission from customer.
10. **Delays** – OBCI will strive to complete its scope of work contained in this agreement. OBCI will not be liable for damages (whether direct, incidental, or consequential) incurred by the customer for any delay or failure in the performance of the work, due to including but not limited to: acts or omissions of the customer, pandemics, strikes, fires, accidents, acts of God, utilities, unanticipated conditions or structural deficiencies, presence of hazardous wastes, and suppliers and carriers, except to the extent any of these items were in the sole and direct control of OBCI.
11. **Claims** – The customer must make OBCI aware of any claims or punch list items occurring during the performance of the work it has against OBCI in writing within 15 days after they arise. After 15 days, OBCI shall have no responsibility or liability for such claims, except as may relate to the warranty of the work performed.
12. **Insurance** – The customer agrees to maintain adequate insurance on its property and liability policies to cover the acts or omissions of its agents and employees at the work site pertaining to this agreement. OBCI maintains insurance and a certificate of said insurance will be issued to the customer upon request.
13. **Indemnification** – The customer agrees to indemnify OBCI from any loss, damage, or expense which OBCI incurs because of claims asserted against OBCI from a third party of the customer, including the customer’s employees or agents, related to activity at the location of the project.
14. **Limited Warranty** – OBCI agrees to offer a warranty for a period of one (1) year from the date of substantial completion of the work, the work covered by this agreement. Providing that OBCI has been paid in full for the completed work, OBCI warrants that it will repair or replace any improper or defective workmanship it or its agents performed by this agreement. OBCI shall receive a written notice of defective workmanship within 30 days of the customer first becoming aware of the workmanship deficiencies. OBCI will not be responsible for any expenses the customer incurs inspecting or correcting claims made against OBCI’s workmanship for the work covered by this agreement. **OBCI shall not be liable for special, indirect, incidental or consequential damages.**
15. **Warranty on Materials** – OBCI will provide the customer with any material warranties as provided by the manufacturer upon request.
16. **Biological Substances Exclusion** – OBCI excludes warranty of any of its work, or that of its agents, against the growth, infestation, or spread of mold, mildew, or other fungal, bacterial, or biological substances regardless of causation.
17. **Attorney Fees** – Should it become necessary for OBCI to enforce the provisions of this Proposal and Contract by instituting or participating in any legal (including bankruptcy) proceedings, including but not limited to injunctive or other equitable/legal relief, including any appeals associated with the foregoing, OBCI shall be entitled to have/receive its costs of collection, court costs and reasonable attorney fees.
18. **The Customer’s Obligations**
  - The customer agrees that it shall provide OBCI without charge: sufficient and proper space for handling and storing material and equipment required for the work covered by this agreement, reasonable access to sufficient power and water for the work, and removal of any obstruction(s) that would impede the prosecution of the work as outlined in this agreement, including public/private utilities.
  - If during the prosecution of the work, OBCI encounters unanticipated conditions and/or structural deficiencies not ascertained during inspection or testing prior to executing this agreement, OBCI may stop work and will advise the customer of the discovered deficiencies, and seek to resolve in a mutually acceptable manner. This may result in adjusting the contract price and schedule, prior to resuming the work.
  - Hazardous material (as defined by USEPA or any other regulatory agency with jurisdiction over the site)) abatement is the sole responsibility of the customer and warrants that the customer will not expose OBCI employees or its agents to any hazardous materials arising from the completion of the scope of work contained in this agreement. Should any hazardous materials be encountered during the prosecution of the work, OBCI will stop work immediately, inform the owner, and resume work after the hazardous material (s) have been adequately remedied. All costs associated with hazardous material, including delays and exposure to OBCI’s employees and agents, shall be covered by the customer by a change order to the contract price.
  - The customer agrees to provide updated financial information to OBCI to establish continuing ability to pay for work.



# North Shore

— SINCE **BRICKWORK** 1978 —

ESTIMATE	#10705
ESTIMATE DATE	Dec 10, 2024
EXPIRATION DATE	Feb 1, 2025
<b>TOTAL</b>	<b>\$12,960.00</b>

Shannon Duffy  
 735 Lathrop Ave  
 River Forest, IL 60305

☎ (708) 366-5205  
 ✉ sduffy@riverforestlibrary.org

## CONTACT US

PO Box 309  
 Itasca, IL 60143

☎ (847) 864-5990  
 ✉ info@bricksandwindows.com

Service completed by: Carlos Celleri

## ESTIMATE

Services	amount
Masonry repair in 4 windows	\$12,960.00
Set up necessary scaffolding.	
1) Caulk around the perimeter of the window if necessary.	
2) Spot Tuckpointing within the marked area.	
Grind back the defective cracked mortar joints at least 1/2" to allow for a proper bond of the new materials.	
Tuckpoint the above mentioned mortar joints with ASTM C290, Type N mortar apply with a mortar bag to achieve cut off finish to match original then simultaneously cut off with a trowel to match existing as close in appearance as possible.	
3) Lintel inspection.	
If during the inspection it is noted that the lintel must be replaced, the client will be notified and this replacement will have an additional cost of \$1980 per lintel.	
Clean all debris accumulated from the above scope of work being completed.	
NOTE: There are broken window panes that need to be replaced to prevent water from seeping in (not included in this quote)	
Brickwork - Specifications	\$0.00
Tuckpointing	
• Grind all exposed mortar joints to a minimum depth of 1/2"	
• Flush with water to remove dust and promote adhesion	

- Layer in a new type "N" tuckpointing mortar into the joints
- Tool joints to match adjacent surfaces
- Wet down to insure proper cure of mortar

Caulking

- Remove all existing sealants utilizing chisels, razor knives and caulk cutters
- Install backer rod where possible
- Install bond breaker tape into all other joints
- Prime all joints with a #1 primer
- Seal all joints with a one-part polyurethane sealant
- Tool sealants to insure firm full contact with joint interfaces

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Project Photos \$0.00

Copy and paste this link into a browser:

<https://app.companycam.com/galleries/g3GHY1Ez>

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Services subtotal: \$12,960.00

	Subtotal	\$12,960.00
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	<b>Total</b>	<b>\$12,960.00</b>
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Respectfully Submitted and Appreciated from the North Shore Team!



January 7, 2025

Emily Compton  
Director  
River Forest Library

Reference: Masonry Repairs

Dear Emily,

Grove Masonry Maintenance, Inc. (GMM) is pleased to submit this proposal to perform the following masonry work as indicated during our site visit on 1/7/25. GMM will remove necessary masonry to install through wall flashing at 4 locations above 2<sup>nd</sup> floor windows. GMM will tuckpoint up to 50 SF of open masonry around 2<sup>nd</sup> floor windows. GMM will also remove and replace sealant at coping joints up to 40'. GMM will be using a man lift for all work. All work to be done during normal business hours. All brick that needs to be replaced will be from suppliers stock and match as close as possible. All interior work to be done by others.

Proposed Fees

GMM proposes to provide the necessary manpower and equipment for \$14,496.00

Price breaks out as follows

1. Through wall flashing \$7,920.00
2. Tuckpointing up to 50SF \$1,200.00
3. Sealant Repairs up to 40LF \$576.00
4. Lift to access work area \$4800.00

GMM employs union labor and is fully covered by Workers compensation and Public Liability Insurance.

If you are in agreement with this proposal, please indicate your acceptance by signing below and returning one copy to us.

Very Truly Yours,  
Grove Masonry Maintenance, Inc.

*Michael DeGrado*

Michael DeGrado  
Estimator

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

Proposal Submitted To:

River Forest Library  
Shannon Duffy  
735 Lathrop Ave  
River Forest, IL 60305  
  
708 366-5205 ext

Job Name and Location

Page 1

The undersigned proposes to furnish all labor, material and equipment necessary to complete the following.

**Tuckpointing:**

**Option 1:**

The north and south copings above the second floor windows on the slanted portions of the wall will be removed.

The brick wall under the copings will be flashed, drip edge and weep ropes will be installed.

The same copings will be reinstalled,

The mortar joints in between the copings will be caulked.

The decorative end caps at the bottom will not be removed.

The north and south second floor stone window surrounds will be ground out and tuckpointed 100% 4 windows total.

The area around the flu pipe and and cracks on the concrete chimney cap will be caulked.

The large cracks and large holes will be ground out and tuckpointed as needed from the bottom of the second floor windows up on both north and south sides.

The brick wall will be treated with Sure Klean Siloxane PD water repellant from the bottom of the second floor windows up on both north and south sides.

All work will be washed upon completion

**Quote: \$94,950.00**

**Option 2:**

The old caulking on the copings joints on the slanted portions of the wall will be cut out and re caulked.

The area around the flu pipe and and cracks on the concrete chimney cap will be caulked.

The north and south second floor stone window surrounds will be ground out and tuckpointed 100% 4 windows total.

The large cracks and large holes will be ground out and tuckpointed as needed from the bottom of the second floor windows up on both north and south sides.

The brick wall will be treated with Sure Klean Siloxane PD water repellant from the bottom of the second floor windows up on both north and south sides.

All work will be washed upon completion

**Quote: \$52,850.00**

**There is no guarantee that this will stop the leak.**

**Continues on next page.**

We would need access to have a lift in the south parking lot, and north field for the work to be performed.

The north sidewalk by the concrete retaining wall will have to be closed off.

If Permitting is required it will be at an additional cost.

- All mortar joints to be ground out to a depth of at least 1/2" or until solid mortar is achieved.
- All mortar color and joint design will match the original mortar joints as close as possible.
- All debris will be removed from the premises.

For the sum of: See Above

Dollars: \$ See Above

Payments to be made as follows: Upon Completion.

Payment Type: Cash or Check. To pay using VISA or MasterCard, please add 3% to the invoice total.

### Conditions

All materials are guaranteed to be as specified. All work to be completed in a professional manner according to standard industry practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance. Olsen Tuckpointing Company is fully licensed and insured.

Date Provided: 11-27-24

Signed Jeremiah Livermore

### Acceptance And Authorization

Olsen Tuckpointing Company

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payments will be made upon as outlined above.

Date Accepted: \_\_\_\_\_

Signed \_\_\_\_\_

*This contract is void 60 days from date unless signed and returned to bidder.*



## Franzen Plumbing, Inc

River Forest Public Library  
735 Lathrop Avenue  
River Forest, IL 60305

✉ [emily.compton@riverforestlibrary.org](mailto:emily.compton@riverforestlibrary.org)

ESTIMATE	#1698
TOTAL	\$1,938.00

### CONTACT US

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650 N Edgewood Ave  
Wood Dale, IL 60191

☎ (708) 366-3848

✉ [franzenplumbinginc@gmail.com](mailto:franzenplumbinginc@gmail.com)

## ESTIMATE

### Services

#### Toilets and Parts - Ultra Flush Elongated (ADA)

Gerber Ultra Flush Toilet Elongated (ADA)  
Rough-In: 12" Rough-In  
Flushing Method: Pressure-Assisted  
Bowl Shape: ADA Elongated  
Bowl Height: ErgoHeigh (17")  
Flush Valve: Pressure Vessel  
Flush Volume: 1.6gpf

Provide & Install Gerber Viper Toilet, seat, wax rings and bolts.

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Services subtotal: \$1,938.00

**Total** **\$1,938.00**

Thank you for choosing Franzen Plumbing, Inc. We look forward to working with you again!  
Residential payments are due upon completion of job. All commercial payment terms are net 30.

# MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: January 14, 2025

RE: Hassle-Free IT Service / Scheduled Computer Replacements

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## *Hassle-Free IT Service Option*

Outsource Solutions Group (OSG) offers two types of technical support for its clients: Network Care Managed Services (our current plan) and Hassle Free Managed Services. Our Account Manager has advised that OSG plans to eliminate the Network Care option, though a date hasn't been set. The main difference between the two is that Hassle Free includes unlimited support excluding projects that take 8 hours or more.\* Network Care requires the purchase of prepaid hours for all support and projects.

### Plan Comparison

	<i>Network Care</i>	<i>Hassle Free</i>
Cost	\$1,344.89 per month plus prepaids - 25-hrs: \$4,750 50-hrs: \$9,000 75-hrs: \$12,750 100 hrs: \$16,000	\$2,602.25 per month
Included	<ul style="list-style-type: none"><li>• Endpoint &amp; server monitoring &amp; patching</li><li>• Server backup software</li><li>• Sentinel One Antivirus</li><li>• Office 365 backup</li><li>• Dedicated account manager, quarterly IT planning and inventory</li><li>• Hardware Recycling</li><li>• Backup review and remediation (15 minutes per day per incident)</li></ul>	<ul style="list-style-type: none"><li>• Endpoint &amp; server monitoring &amp; patching</li><li>• Server backup software</li><li>• Sentinel One Antivirus</li><li>• Office 365 backup</li><li>• Dedicated account manager, quarterly IT planning and inventory</li><li>• Hardware Recycling</li><li>• Backup review and remediation</li><li>• Email threat protection software</li><li>• Quarterly phishing and security testing for staff</li><li>• Unlimited remote and onsite help desk support, including projects under 8 hours*</li></ul>

\*Computer and other equipment replacements can be split into chunks that are less than 8-hours per to be included under unlimited support.

Assuming the transition to Hassle Free will be mandatory, I priced out potential cost savings if we switch now. Pricing assumes we will replace 7 desktop computers this fiscal year and 7 computers in FY25-26. The FY25-26 computers include 2 laptops, so the overall cost is higher.

*Option 1 – Keep Network Care*

FY24-25	FY25-26
Operating \$23,112.67 (monthly support + 50 prepaids)	Operating \$25,413.04 (monthly support + 50 prepaids)
Capital \$13,390.68 (7 computer replacements + 25 prepaids)	Capital \$14,550 (7 computer replacements + 25 hours)
<b>Total \$36,503.35</b> <i>There is a risk we could run out of prepaid hours before the end of the fiscal year, which would drive the total up. As of December 31<sup>st</sup>, we had 17 hours remaining and we average 5.5 hours per month.</i>	<b>Total \$39,963.04</b>
<b>Grand Total \$76,466.39</b>	

*Option 2 – Switch to Hassle Free in February 2025*

FY24-25	FY25-26
Operating \$25,627.39 (monthly support + 50 prepaids)	Operating \$31,487.22 (monthly support)
Capital \$8,640.68 (7 computer replacements)	Capital \$9,800 (7 computer replacements)
Subtotal \$34,268.07 Less \$1,675 refund for remaining prepaids <b>Total \$32,593.07</b>	<b>Total \$41,287.22</b>
<b>Grand Total \$73,880.29</b>	

*Computer Replacements*

Included in your packet is a quote to replace 6 desktops for \$7,567.16 and a Pre-Paid Time Statement of Work for a \$4,750, 25-hour block of time to install the computers. We budgeted \$48,000 in the Capital Technology line this year for 10 computer replacements and the new website. We have spent \$16,143.52 so far on the website and one computer replacement.

OSG advised that we replace at least 5 and up to 10 computers this fiscal year. I am asking for approval to replace these 6 additional, holding back some money in the Capital Fund for other projects.

Approval of 6 computers and 25-hours in prepaid time would bring the Capital Technology budget line to \$28,460.68. Approval of just the 6 computers would bring the budget line to \$23,710.68.



We have prepared a quote for you

**REPLACEMENT STAFF AND OPAC PC'S**



Quote # 004275  
Version 1

Prepared for:

**River Forest Public Library**

Emily Compton  
[emily.compton@riverforestlibrary.org](mailto:emily.compton@riverforestlibrary.org)

Hardware

Description	Price	Qty	Ext. Price
REPLACEMENT STAFF AND OPAC PC'S			
ESTIMATED LEAD TIME OF 3 WEEKS			
DESKTOP OPTION			
<b>Lenovo ThinkCentre M70q Gen 4 Desktop Computer - Core i5 13th Gen i5-13400T - 16 GB - 256 GB SSD - Tiny - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 730 DDR4 SDRAM - IEEE 802.11ax - 3Yr Warranty</b> 	\$983.24	1	\$983.24
<b>Lenovo ThinkCentre M70q Gen 4 Desktop Computer - Intel Core i7 13th Gen i7-13700T - vPro Technology - 16 GB - 512 GB SSD - Black - Intel Chip - Windows 11 Pro 64-bit - IEEE 802.11ax - 3Yr Warranty</b> 	\$1,301.03	5	\$6,505.15
<b>Shipping and Handling</b>	\$78.77	1	\$78.77
ESTIMATED INSTALLATION SERVICES OF 24 HOURS. ACTUAL INSTALLATION TIME WILL BE DEDUCTED FROM PREPAID TIME.			

**Subtotal: \$7,567.16**



## REPLACEMENT STAFF AND OPAC PC'S

### Prepared by:

**Outsource Solutions Group, Inc.**

Bryan Jones  
630-236-6625 Ext 230  
bjones@osgusa.com

### Prepared for:

**River Forest Public Library**

735 Lathrop Avenue  
River Forest, IL 60305  
Emily Compton  
(708) 366-5205  
emily.compton@riverforestlibrary.org

### Quote Information:

**Quote #: 004275**

Version: 1  
Delivery Date: 01/07/2025  
Expiration Date: 01/31/2025

## Quote Summary

Description	Amount
Hardware	\$7,567.16
<b>Total: \$7,567.16</b>	

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 5% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non-returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.





Customer Focused. Results Driven.

**PRE-PAID TIME STATEMENT OF WORK**

This is a "Statement of Work" or "SOW" under the Professional Services Agreement dated 8/25/2021 between Outsource Solutions Group, a Delaware corporation whose address for notices is 1730 Park Street Suite 225 Naperville IL 60563 ("Vendor") and River Forest Public Library whose address for notices is 735 Lathrop Ave., River Forest, IL 60305 ("Customer") (each of Vendor and Customer, a "Party"; together, the "Parties")."

**DESCRIPTION OF SERVICES:**

**Scope of Services.**

OSG agrees to provide, upon Customers' request, skilled and/or certified professional services, and resources, including materials if requested, for the purpose of servicing and maintaining Customers' computer networks, related business applications, or other services. OSG will make a good faith effort to satisfy Customers' regular and emergency needs in a timely manner. There will be a one-hour minimum billed for each on-site visit and phone support is billed in 1/4hr increments. Blocks of time are designed for your utmost convenience by providing various on-demand IT services. The rate per hour remains the same for after hours (outside normal support hours 6:30am – 10pm), holidays, and weekends. There is no charge for travel time. **There are no restrictions on the use of prepaid time. However, the hours will expire 2 years from the time of purchase if unused. Prepaid time is non-refundable. You can simply use the hours when necessary and carry unused hours over from year 1 to year 2.**

**Payment: All service requests performed prior to receiving payment for your block of hours will be invoiced at \$205/hour and will not be deducted from your prepaid time balance.**

**\* Upon reaching a 10% remaining balance in PrePaid time, the customer will receive an invoice for an additional time block, maintaining the same quantity of hours and the prevailing annual adjustment in the PrePaid rate. \***

<b>RATES:</b>	<b>Please initial desired selection</b>
<u>  X  </u>	\$4,750 for a 25-hour prepaid block of time (\$190/HR)
<u>      </u>	\$9,000 for a 50-hour prepaid block of time (\$180/HR)
<u>      </u>	\$12,750 for a 75-hour prepaid block of time (\$170/HR)
<u>      </u>	\$16,000 for a 100-hour prepaid block of time (\$160/HR)
<u>      </u>	\$          for          hour prepaid block of time (\$          /HR)

**AGREED:**

<b>River Forest Public Library</b>	<b>Outsource Solutions Group, Inc.</b>
Signature	Signature
Name	Name
Title	Title
Date	Date



## Heating and Air Conditioning

961 S. Route 83 • Elmhurst, Illinois 60126-4993  
Telephone (630) 941-3555 • Fax: (630) 941-0294

SALES ● SERVICE ● INSTALLATION

December 20, 2024

River Forest Library  
735 Lathrop Ave.  
River Forest, IL. 60305

Attention: Emily Compton-Dzak

Regarding: Air Handler HVAC Punch List Item Proposals

Dear Emily,

Oak Brook Mechanical Services, Inc. is pleased to present our proposal for the HVAC punch list items on the 12-3-2024 compliance.

Item #2- We found the piping inside the AHU is insulated.

Item #3- to replace the freeze stat with one that will cover the entire width of the coil.

**The total net cost for this work is \$1,814.00**

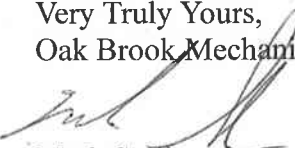
Item #4- to rework the condensate drain so it would exit the unit on the North side and install per the drawings.

**The total net cost for this work is \$3,120.00.**

Item #6- to investigate the thermostat outside the community room and determine function.

**The total net cost for this work is \$356.00.**

Very Truly Yours,  
Oak Brook Mechanical Services, Inc.



Mark Sullivan  
President